Approving a Request for Course Withdrawal

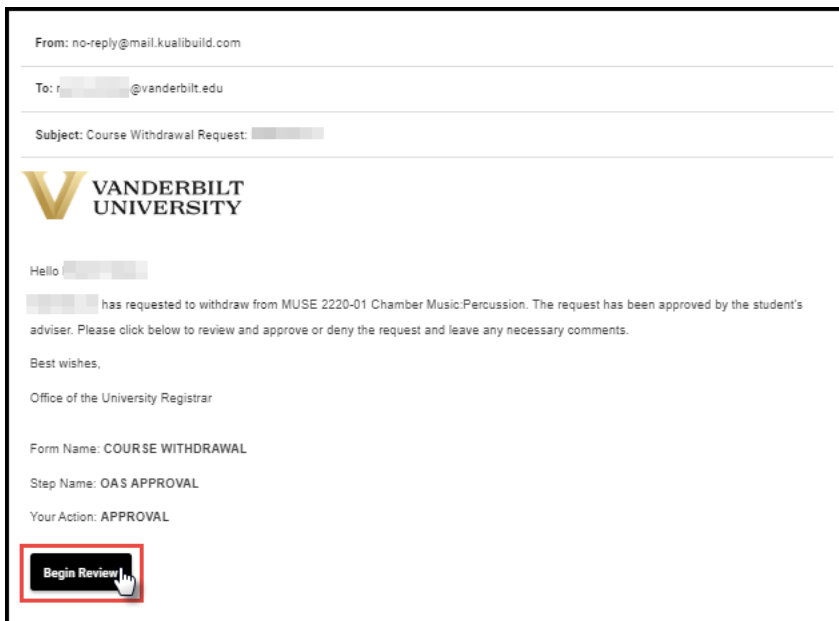A guide for users in the schools' Offices of Academic Services

The Kuali workflow application has been implemented for undergraduate students to request withdrawal from classes. A link to the course withdrawal webform is available in YES to undergraduate students who have courses eligible for withdrawal during the withdrawal period (after the end of the Open Enrollment period in YES and extending to the withdrawal deadline indicated in the Undergraduate Academic Calendar). Users in the schools' Offices of Academic Services will utilize the Kuali workflow application to review withdrawal requests for students in their schools.

Contents

Reviewing the Withdrawal Request

1. Once a student in your school has submitted a request for course withdrawal and that request has been approved by the student's primary adviser, you will receive an email with information about the student and the course. Click Begin Review to access the form.

2. Information about the student is pre-populated in the Student Information section.

3. Details about the course from which the student has requested to withdraw will appear in the Course Selection section. All course details populate from PeopleSoft.

Course Selection

Only courses eligible for withdrawal this term are listed below. Please contact your school's Office of Academic Services (https://registrar.vanderbilt.edu/registration/school-contacts.php) or registrar@vanderbilt.edu if you have questions or need additional information.

Select the course you wish to drop: *
MUSE 2220-01 Chamber Music:Percussion

Term	Session Code	Course Career
0995	1	UGRD

Class Number	Start Date	End Date	Enrolled Status
3235	2022-08-24	2022-12-08	E

4. Students must answer the following four questions as part of the withdrawal request. Please note that if the student answers Yes to one or more of the questions, the request must be reviewed and approved by the associate dean before it can be processed.

Will dropping the above course leave you below 12 credit hours? * Yes	Are you planning to graduate this semester or next? * No
Are you now or have you ever been on academic probation? * No	Are you currently taking a graded course Pass/Fail, other than the course you are dropping? * No

5. Students are advised that withdrawing from a course can affect billing, financial aid, immigration status, and/or athletic eligibility. Contact information is provided.

Please be advised that withdrawing from a course could have implications for billing, financial aid, immigration status, and/or athletic eligibility. Please contact the following office(s) with questions:

Office of Student Accounts: 615-322-6693
Office of Student Financial Aid and Scholarships: 615-322-3591
International Student and Scholar Services: 615-322-2753
Athletics Student Services: 615-343-0444

Student Signature *

Students will receive an email notification to their Vanderbilt email account when withdrawal requests are approved and processed.

6. Any comments left by the student's adviser will appear in the Adviser Comments box.

Adviser Comments
Leave any necessary comments here.
I have discussed this request with the student and we have developed a plan for how to satisfy this requirement in a future semester.

Approval Workflow/Timeline

The Office of Academic Services is the second step in the course withdrawal workflow process. Once the OAS approves a request, it may need to route to the associate dean (and/or the Office of International Student and Scholar Services or Athletics Student Services) before it can be processed. All approvals for withdrawal requests must be finalized **within seven days** of the date the request is submitted. Please take care to note the date that the student submitted the form request.

Office Use Only
Date submitted
9/22/2022

Approving the Withdrawal Request

1. If the request does not require additional approval by an associate dean, you can either process the request yourself in PeopleSoft or send it to the URO for processing. Select the appropriate processing option.

OAS Comments

Processing options: *

○ This request does not require approval by the dean, and I have processed the course withdrawal in PeopleSoft.

○ This request does not require approval by the dean, and I am sending it to the URO for processing.

NOTE: If you are processing the withdrawal request in PeopleSoft, please take care to note the Date submitted—this is the effective date that should be utilized for processing the request in PeopleSoft.

Office Use Only

Date submitted
9/22/2022

2. Leave a comment in the comments box, if desired. Comments will be visible to administrators (Associate Dean, Office of the University Registrar, etc.), but not to the student.
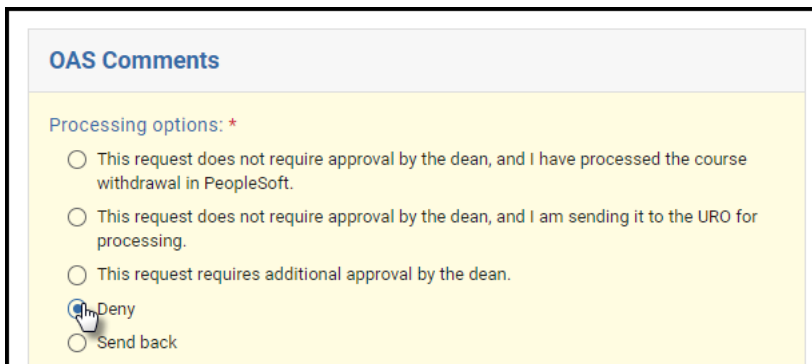
Leave any necessary comments here.

3. Click Approve.

Actions

Approve

Save

Send Back

Deny

4. The request will now be routed to the Office of the University Registrar:
   a. Requests that the OAS processed in PeopleSoft will be indexed in DocFinity.
   b. Requests that the OAS sent to the URO for processing will be processed and indexed in DocFinity.

Denying the Withdrawal Request

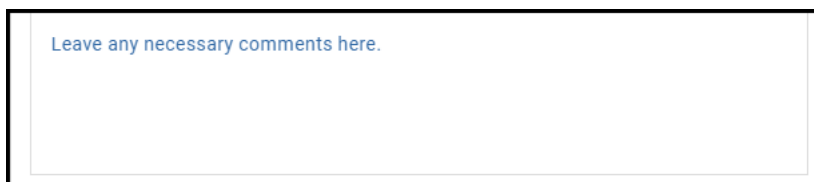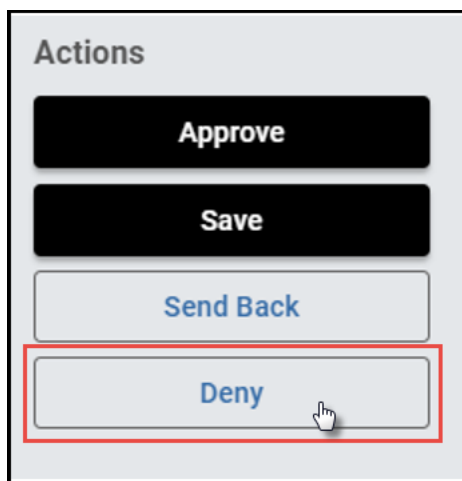1. Select Deny from the Processing Options.

2. Leave a comment in the comments box, if desired. Comments will be visible to administrators (Associate Dean, Office of the University Registrar, etc.), but not to the student.


3. Click Deny.

4. The student will be notified via email that the request has been denied.

## Acknowledging the Request Requires Dean's Approval

1. If a student answers Yes to one of the four required questions, the form will automatically be forwarded to the associate dean for approval once the OAS has reviewed it. Select "This request requires additional approval by the dean" from the Processing Options.
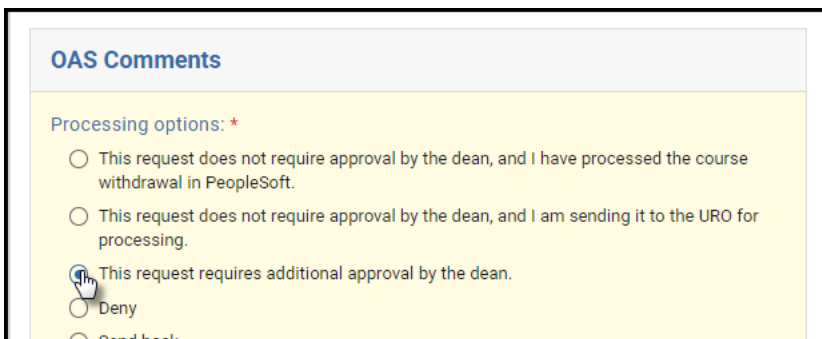
2. Leave a comment in the comments box, if desired. Comments will be visible to administrators (Associate Dean, Office of the University Registrar, etc.), but not to the student.
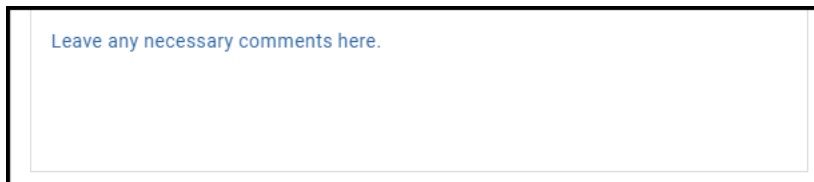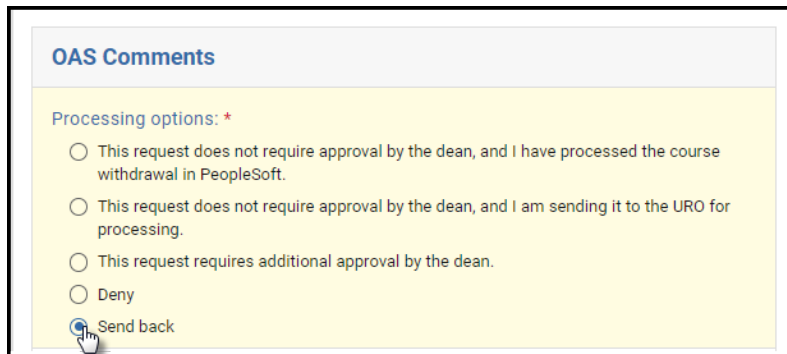

3. Click Approve.
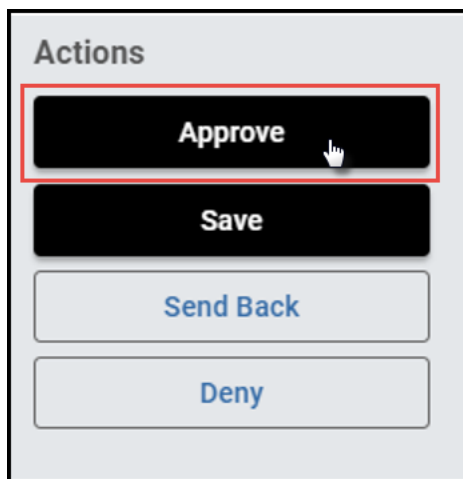
4. The request will now route to the associate dean for approval.

Sending the Withdrawal Request Back to the Student or the Adviser

If, during the course of your review, you notice something that requires the student or adviser to update the request (for example, the student answered one of the four required questions incorrectly), you can send the request back.

1. Select Send Back from the Processing Options.

OAS Comments

Processing options: *
- ○ This request does not require approval by the dean, and I have processed the course withdrawal in PeopleSoft.
- ○ This request does not require approval by the dean, and I am sending it to the URO for processing.
- ○ This request requires additional approval by the dean.
- ○ Deny
- ⊙ Send back

2. Leave a comment in the comments box, if desired. Comments will be visible to administrators (Associate Dean, Office of the University Registrar, etc.), but not to the student.
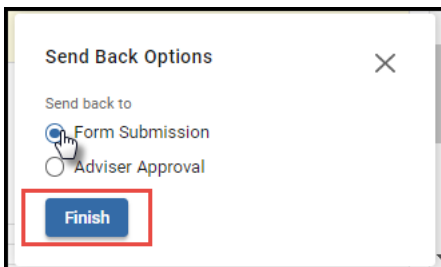
Leave any necessary comments here.

3. Click Send Back.

Actions

Approve

Save

Send Back

Deny
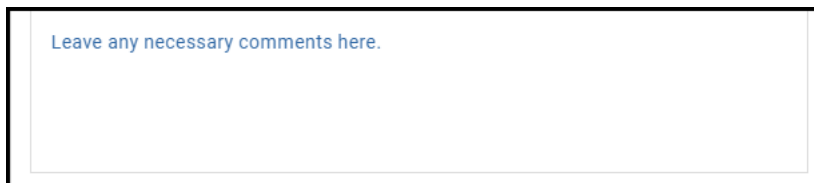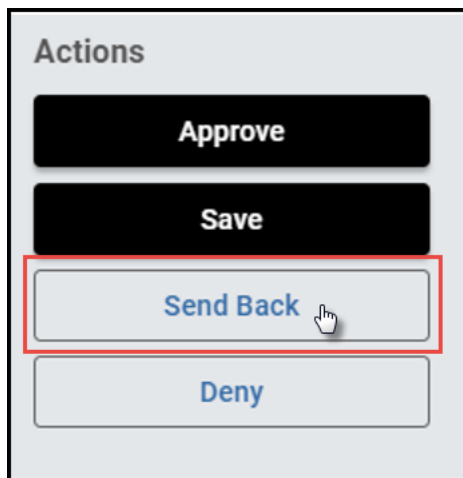
4. Select to whom the form should be sent back—either the student (Form Submission) or the adviser (Adviser Approval). Click Finish.

5. The student or adviser will be notified via email that the request has been sent back for additional action.

Accessing Your Work Queue

In addition to clicking on the "Begin Review" button embedded in the notification emails, you can access your work queue at the following web address: https://vanderbilt.kualibuild.com/app/builder/#/actions.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.