



Approving a Request for Course Withdrawal

A guide for the associate deans



User Guide – Approving a Request for Course Withdrawal - OAS

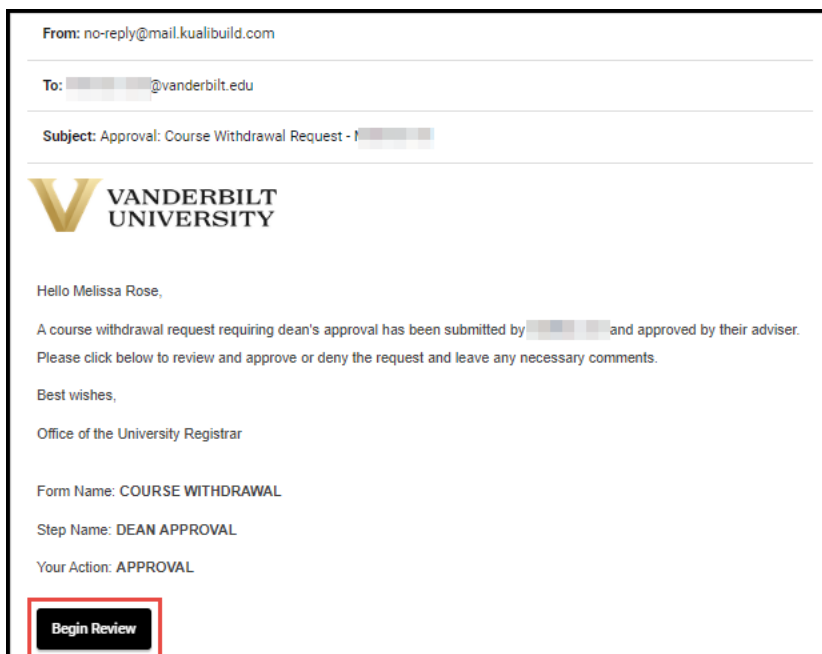
The Kualu workflow application has been implemented for undergraduate students to request withdrawal from classes. A link to the course withdrawal webform is available in YES to undergraduate students who have courses eligible for withdrawal during the withdrawal period (after the end of the Open Enrollment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

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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 and reviewed by the Office of Academic Services, you will receive an email with information about the student. You will only receive request for which certain conditions have been met (see #4, below). Click Begin Review to access the form.



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

The screenshot shows the "Course Withdrawal" form with the following sections:

Course Withdrawal

Student Information

Student EMPLID *	VUnetID	First Name	Last Name	Current Class
000 [redacted]	[redacted]	[redacted]	[redacted]	FR

International Student	Current Athlete	Current Undergraduate Student	Current Graduate Student	Current Professional Student	Current Non-Traditional Student
N	N	Y	N	N	N

Select your home school: * Blair School of Music

Adviser [redacted]

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- 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

- Students must answer the following four questions as part of the withdrawal request. You will review all requests in which a student answers Yes to at least one of these questions.

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

- 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.	

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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.

7. The results of the OAS review, including comments, will appear in the OAS Comments box.

OAS Comments
Processing options: *
This request requires additional approval by the dean.
Leave any necessary comments here.
Contacted student to set up appointment.

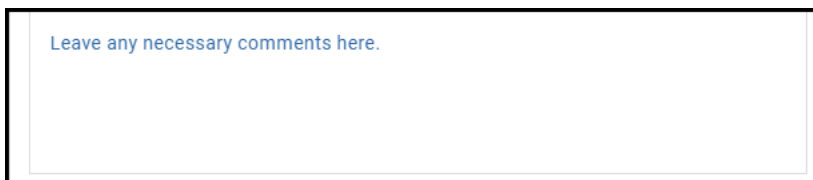
Approval Workflow/Timeline

Associate dean review is the third step in the course withdrawal workflow process. Once the associate dean approves a request, it may need to route to 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. (This date will also be the effective date of the approved withdrawal when it is processed.)

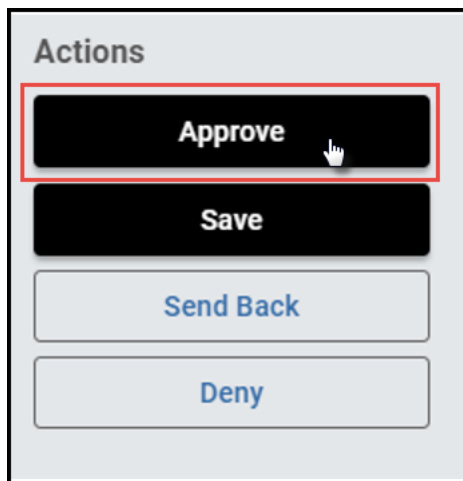
Office Use Only
Date submitted
9/22/2022

Approving the Withdrawal Request

1. Leave a comment in the Adviser Comments box, if desired. Comments will be visible to administrators (Office of Academic Services, Office of the University Registrar, etc.) and **will be included** in the email notification to the student.



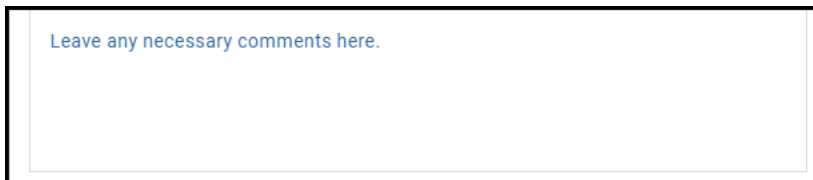
2. Click Approve.



3. The request will now be routed to the Office of the University Registrar for processing, and in certain cases to the Office of International Student and Scholar Services and the Athletics Student Services Center for review.

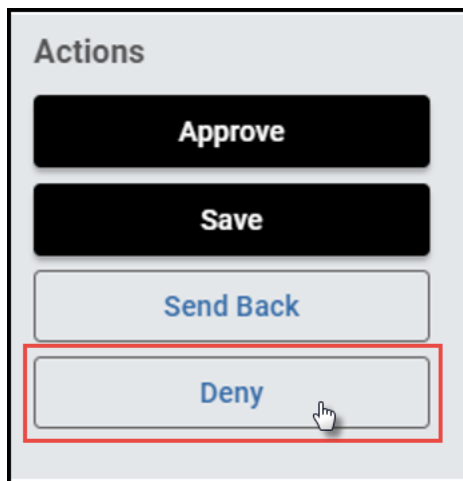
Denying the Withdrawal Request

1. Leave a comment in the Adviser Comments box, if desired. Comments will be visible to administrators (Office of Academic Services, Office of the University Registrar, etc.) and **will be included** in the email notification to the student.



Leave any necessary comments here.

2. Click Deny.

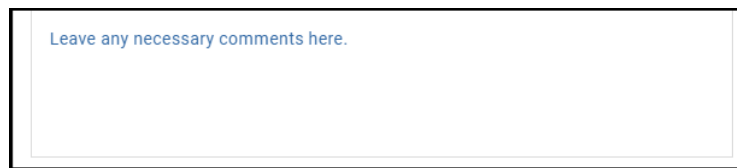


3. The student will be notified via email that the request has been denied.

Sending the Withdrawal Request Back to the Student, Adviser, or Office of Academic Services

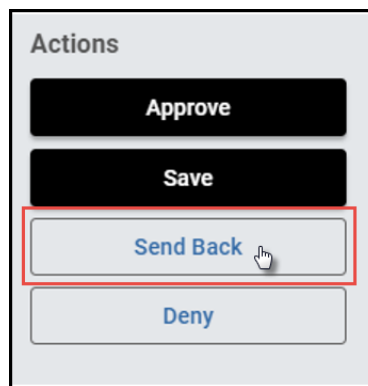
If, during the course of your review, you notice something that requires the student, adviser, or Office of Academic Services to update the request (for example, the student answered one of the four required questions incorrectly), you can send the request back.

1. Leave a comment in the Adviser Comments box, if desired. Comments will be visible to administrators (Office of Academic Services, Office of the University Registrar, etc.) and **will be included** in the email notification to the student.



Leave any necessary comments here.

2. Click Send Back.



Actions

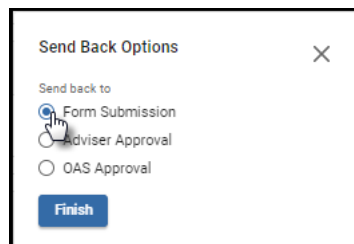
Approve

Save

Send Back

Deny

3. Select to whom the form should be sent back—the student (Form Submission), the adviser (Adviser Approval), or the Office of Academic Services (OAS Approval). Click Finish.



Send Back Options

Send back to

Form Submission

Adviser Approval

OAS Approval

Finish

4. The student, adviser, or OAS 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.