



YES User Guide: Course Withdrawal – Graduate/Professional

Students in the Divinity School, Graduate School, Owen Graduate School of Management, and School of Nursing, as well as professional and distance learning students in the School of Engineering, can utilize the Course Withdrawal form to withdraw from classes during the withdrawal period (after the end of the Open Enrollment period in YES, and extending to the withdrawal deadline—please see the [appropriate academic calendar](#) for specific dates). The course withdrawal form is available through the YES suite of applications.

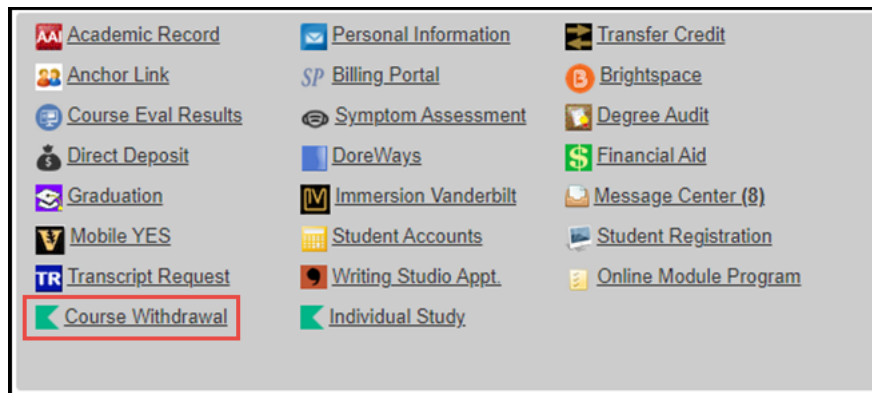
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Navigating to Course Withdrawal

1. On the student landing page, click **Course Withdrawal**. The Course Withdrawal application is only available if you have courses eligible for withdrawal.



2. The Course Withdrawal form will open. Student EMPLID, VUnetID, First Name, and Last Name will pre-populate.

A screenshot of the Course Withdrawal form. The form is titled "Student Information" and contains the following fields:

EMPLID (manual)	VUnetID *	First Name	Last Name
000			

Enter your home school: *

Q

Date of submission
January 27, 2023

Completing the Form

1. Select your home school from the drop-down menu.

A screenshot of the Course Withdrawal form, similar to the previous one, but with the "Enter your home school: *" dropdown menu open. The dropdown menu lists the following options: Blair School of Music, College of Arts & Science, Divinity School, Engineering, Graduate School, and Law School. A mouse cursor is hovering over the "Graduate School" option.



2. Select the course from which you wish to withdraw from the drop-down menu. Only courses eligible for withdrawal will be listed.

Course Information

Don't see any courses listed in the dropdown? You may be trying to drop a course before or after the eligible-to-drop period.

Select the course you wish to drop: *

- UNIV 0109-01 VUSR Participant
- IGP 8002-01 Bioregulation II
- NURO 8345-01 Fundamentals of Neuroscience I**
- NURO 8340-01 Fundamentals of Neuroscience II

3. The instructor's name and ID will populate automatically.

Instructor Name * **Instructor ID**

T [redacted] N [redacted] [redacted]

4. Please take note of the following:

Courses dropped after the deadline to "drop with no entry on the record" will be entered on the student's record with a grade of W. No course can be dropped after the published deadline for withdrawal. [View the academic calendar here.](#)



- Please be 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

- Sign the form.

Student Signature *

[Sign this form](#)

Options for signing include Type, Draw, or Image Upload. Click Save when complete.

Add Signature

Type Draw Image

Type your name

Cancel Save

- Click Submit to submit the request for approval(s).

Actions

Submit

Save

Discard

Approval Process

Requests for course withdrawal will route to the following for review and approval:

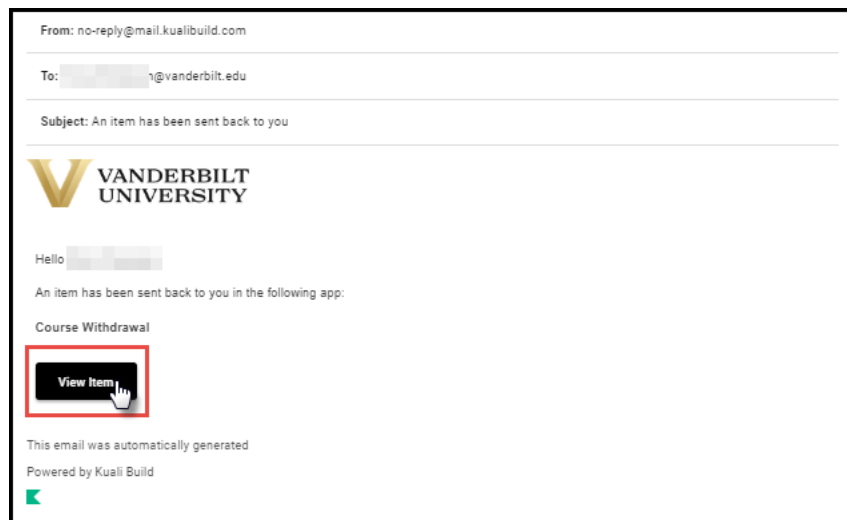
- Your school's Office of Academic Services

Withdrawal requests will not be processed until all approvals have been finalized. Requests for which approvals have not been finalized within seven days will be canceled.

****Important note: Until your request has been approved and processed, you will remain enrolled in the course.****

Requests Sent Back

At any point in the process, an approver may send the form back to you for updates. If a request is sent back to you, you will receive an automated email message from the workflow system. Click View Item to access the form and make any necessary changes.





Notifications

Notifications about the course withdrawal process will be sent as follows:

- You will receive email notification when you submit the request.
- You will receive email notification if your request is denied for any reason by your school's Office of Academic Services.
- You will receive email notification if your request is sent back to you for any reason by your school's Office of Academic Services.
- You will receive email notification if your request is canceled (if it has not been fully approved and finalized within seven days).
- You and the course instructor will receive email notification if your request is approved, once the withdrawal has been processed.
- For international students and/or student-athletes, email notification will be sent to the Office of International Student and Scholar Services and/or the Athletics Student Services Center.

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