



# Approving a Request for Course Withdrawal

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## User Guide

A user guide for advisers approving or denying a request for course withdrawal.



## User Guide – Approving a Request for Course Withdrawal

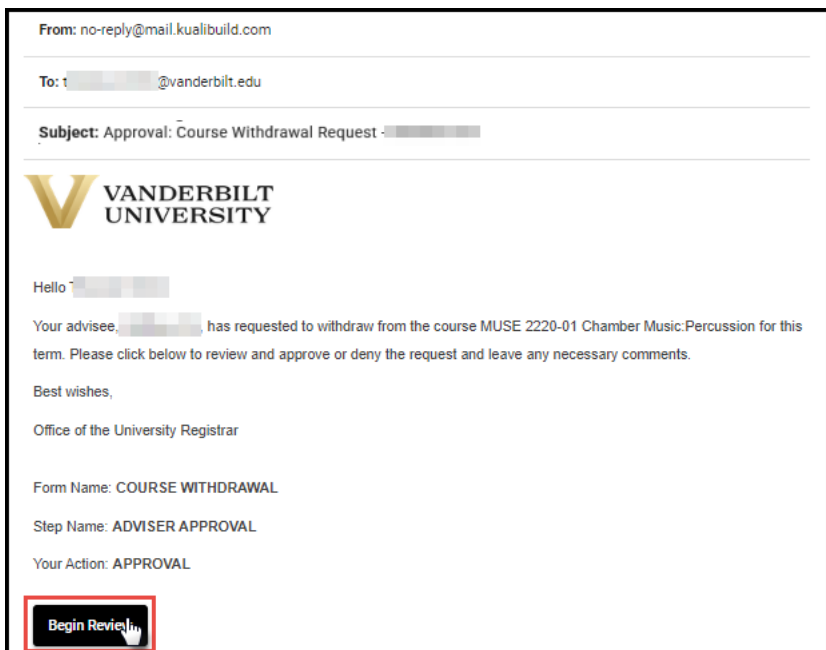
The Kualu workflow application has been implemented for undergraduate students to request withdrawal from classes. A link to the course withdrawal webform is available in YES to undergraduate students who have courses eligible for withdrawal during the withdrawal period (after the end of the Open Enrollment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

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## Reviewing the Withdrawal Request

1. Once your advisee has submitted a request for course withdrawal, 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.

The screenshot displays 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 data in the student information system.

Course Selection			
Only courses eligible for withdrawal this term are listed below. Please contact your school's Office of Academic Services ( <a href="https://registrar.vanderbilt.edu/registration/school-contacts.php">https://registrar.vanderbilt.edu/registration/school-contacts.php</a> ) or <a href="mailto:registrar@vanderbilt.edu">registrar@vanderbilt.edu</a> 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. Please note that if the student answers Yes to one or more of the questions, the request must be reviewed and approved by an associate dean in the student's school before it can be processed.

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.

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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.

### Approval Workflow/Timeline

Advisers are the first approvers for all course withdrawal requests. Once an adviser approves a request, it routes to the student's Office of Academic Services and, in certain instances, to the associate dean. 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

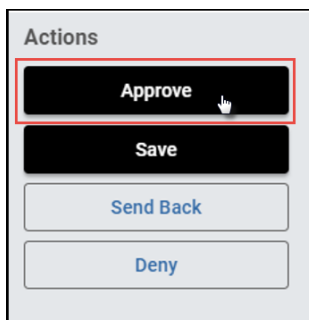
1. Leave a comment in the Adviser Comments box, if desired. Comments will be visible to administrators (Office of Academic Services, Associate Dean, Office of the University Registrar, etc.), but not to the student.

Adviser Comments

Leave any necessary comments here.

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2. Click Approve.



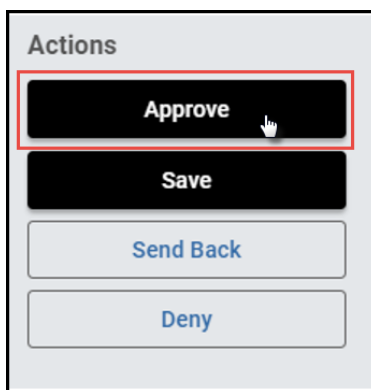
3. The request will now be routed to the Office of Academic Services for the student's school.

## 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, Associate Dean, Office of the University Registrar, etc.), but not to the student.

A screenshot of a text input field titled "Adviser Comments". Below the title is a light gray box with the placeholder text "Leave any necessary comments here." and a thin border.

2. Click Deny.

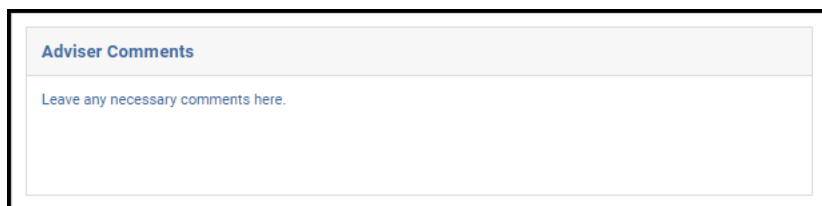


3. The student will be notified via email that the request has been denied.

## Sending the Withdrawal Request Back to the Student

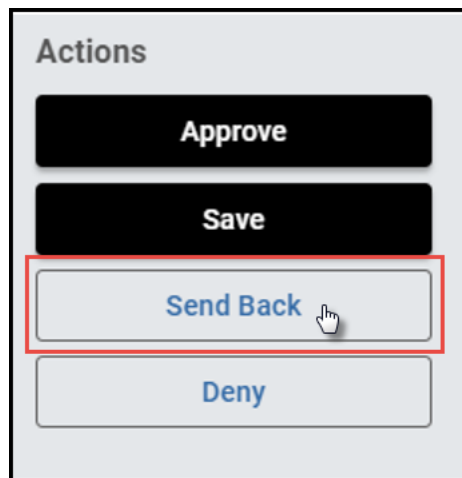
If, during the course of your review, you notice something that requires the student to change their request (for example, they answered one of the four required questions incorrectly), you can send the request back to the student.

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



The image shows a rectangular box with a light gray background. At the top left, the text "Adviser Comments" is written in a small, blue font. Below this, there is a larger, empty text area with a thin border. At the top of this area, the text "Leave any necessary comments here." is written in a small, gray font.

2. Click Send Back.



3. The student 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](mailto:yes@vanderbilt.edu) or 615-343-4306 if you have questions or need additional assistance.**