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.

Contents

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.

Application Links

ACADEMIC PROFILE	COURSES AND ENROLLMENT	FINANCIAL	GRADUATION	RESOURCES
Academic Record	Course Eval Results	Billing Portal	Graduation Confirmation	Anchor Link
Degree Audit	Course Withdrawal	Financial Aid		Brightspace
Immersion Vanderbilt	Individual Study	Student Accounts		Handshake
Personal Information	Mobile YES	Direct Deposit		Online Module Program
Transcript Request	Student Registration			Writing Studio Appt.
	Transfer Credit			

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

Student Information

EMPLID (manual)	VUnetID *	First Name	Last Name
000			

Enter your home school: *

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Date of submission
January 27, 2023

Completing the Form

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

Student Information

EMPLID (manual)	VUnetID *	First Name	Last Name
000			

Enter your home school: *

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Blair School of Music

College of Arts & Science

Divinity School

Engineering

Graduate School

Law School

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 VUSRP Participant
IGP 8002-01 Bioregulation II
NURO 8345-01 Fundamentals of Neuroscience I
NURO 8340-01 Fundamentals Neuroscience II

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

Instructor Name *	Instructor ID
T████ N████	████████

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.

5. 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

6. 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**

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

> **Actions**
>
> **Submit**
>
> **Save**
>
> **Discard**

Approval Process

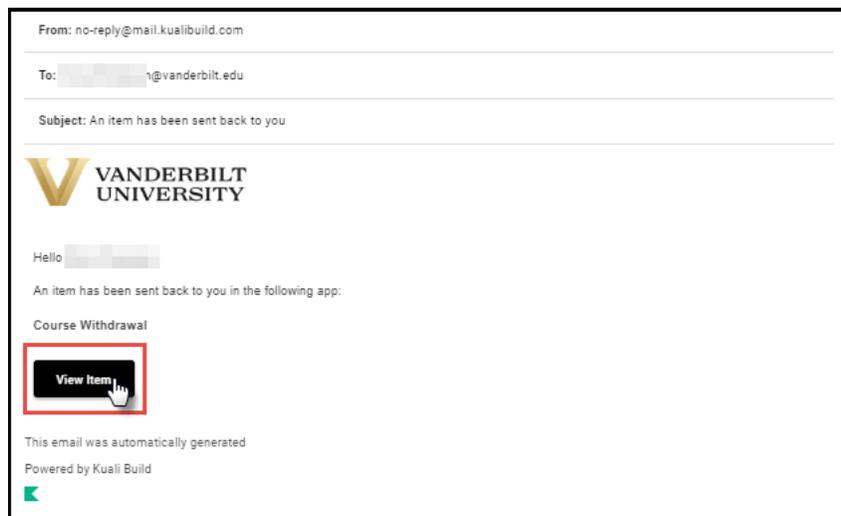Requests for course withdrawal will route to the following for review and approval:

- 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.

From: no-reply@mail.kualibuild.com

To: _____@vanderbilt.edu

Subject: An item has been sent back to you

VANDERBILT UNIVERSITY

Hello _____

An item has been sent back to you in the following app:

Course Withdrawal

View Item

This email was automatically generated

Powered by Kuali Build

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.