Overview

This process will allow a student to electronically drop a class.

- eDrop is available for students in participating programs on all IU campuses.
- An eDrop receiving an automatic grade of W is available through One.IU and will be useable beginning in the second week of classes through the Auto W deadline on your campus.
- Some campuses and programs allow eDrops later in the term (the day after the Auto W deadline through the drop with greater penalty date for the class, which is the WF period). These are exceptional cases. In these cases, a grade of W or F may be assigned.
- Note: University College and freshmen Engineering & Technology students at IUPUI will be directed to meet with an advisor prior to being able to submit an eDrop request.

Steps

Student Initiates an eDrop

1. Sign in to One.IU (one.iu.edu).
2. In the search bar, type “Late Drop” and press ENTER.
3. Click on the Late Drop / Add Classes after 1st week of classes task.

Note: click on the View Task Details icon located in the task to review eDrop and eAdd eligibility.

The Initiate eDrop/eAdd Request page is displayed.

4. Click on Drop Only.
5. Depending on your campus’s setup, you may be asked, “Are you planning to drop one class and add another class to replace it?” You can choose “drop & add,” “drop only,” or “cancel.” If you choose “drop only,” you will be prompted to select the correct term, if necessary. Your schedule will be displayed.

6. Classes will display differently depending on the time period for the class:
   - If all of the classes are in the Auto W period (grade of W will automatically be assigned), a checkbox will display next to each class available to drop. See image below.

   The screen will look similar to this if all classes are in the Auto W period.

   ![Image of eDrop interface](image)

   - If there are classes in both the Auto W (grade of W will automatically be assigned) and WF (instructor can assign a grade of W or F) periods available to drop, then the Auto W classes will display with a checkbox next to each class below a green bar with a message stating that the below classes will be assigned a grade of W when dropped. If only Auto W classes are available to drop, then this green bar will not appear on the document. See image below.
The screen will look similar to this if there are classes in both the Auto W and WF periods available to drop:

<table>
<thead>
<tr>
<th>Select</th>
<th>Course</th>
<th>Description</th>
<th>Class#</th>
<th>Day &amp; Time</th>
<th>Instructor</th>
<th>Units</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PHYS-P 201</td>
<td>GENERAL PHYSICS 1</td>
<td>9357 (Laboratory); 9356 (Radiation)</td>
<td>MWF 9:30-10:20 AM</td>
<td>Literature</td>
<td>3</td>
<td>Summer Session 1</td>
</tr>
<tr>
<td></td>
<td>SPEA 260</td>
<td>TOPICS IN CRIMINAL JUSTICE</td>
<td>10974 (Lecture)</td>
<td>F 8:00 AM-9:50 AM</td>
<td>Justice</td>
<td>3</td>
<td>Non Standard Session 1</td>
</tr>
</tbody>
</table>

Requests to withdraw from the classes listed below require the approval of the instructor and additional academic officials. Withdrawal requests received after the period to withdraw from classes and receive an automatic grade of W are considered only in extraordinary situations which are beyond the student's control. Poor performance in a course is not considered a valid reason for a late withdrawal. The student may be required to submit supporting documentation and/or meet with an university official. Depending on the circumstances, this request may be denied or a final grade of W or F may be assessed. CLICK HERE to continue to select these classes and acknowledge the potential consequences of withdrawing from these classes late in the semester.

The screen will look similar to this if there are only classes available to drop in the WF period:

<table>
<thead>
<tr>
<th>Select</th>
<th>Course</th>
<th>Description</th>
<th>Class#</th>
<th>Day &amp; Time</th>
<th>Instructor</th>
<th>Units</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ASL-131</td>
<td>FIRST YEAR ASL I</td>
<td>11023 (Lecture)</td>
<td>TH 9:00 AM-11:45 AM</td>
<td>Language</td>
<td>4</td>
<td>Summer Session 2</td>
</tr>
</tbody>
</table>

Current total enrollment units for this term: 12.8

Note: Once approved, the date you submit this request will be the date used to drop the class. Refunds and grades will be determined based on that date.
Student Initiated - Electronic Drop (eDrop)

- If there are any classes no longer available to drop, the Select column will display the dates the drop was allowed, “eDrop allowed MM/DD-MM/DD.”
  - **Note:** If the class is in a non-standard session (as specified by the campus) the Auto W period will be calculated based on the number of days the class meets. Each campus specifies the percentage of the class that is considered the Auto W period.

7. Click the checkbox next to the class you would like to drop.
   - Note that the net credit hour total is reflected.
   - Note that the date used for processing the drop will be the date the request is submitted.
   - You will be asked to confirm the requested drop.

8. If the course selected is correct, click **continue**.

9. If you selected a class that could result in a W or F grade, you will see a pop-up confirming you understand you could receive a W or F grade.
   - Click **ok** to continue or **cancel** to return to the select classes page.

10. Review the class selected to drop. If the incorrect course was selected by mistake, click **back** to return to the previous screen.

*The screen will look similar to this if all of the classes are in the Auto W period:*

![Initiate eDrop Request](image)
11. If you are dropping a class in the WF period, carefully review the statements about ramifications of dropping a class requiring an appeal. If you are not dropping a WF class skip to #13.

The screen will look similar to this if you selected a class in the WF period:

12. Once you have read the conditions and agree, click the I accept the conditions above checkbox. Once you have clicked this checkbox, further conditions will appear.

13. Carefully review the conditions/statements about ramifications of dropping below full time status as there could be financial aid, refund, and insurance implications.

14. Once you have read the additional conditions and agree, click the I accept the conditions above checkbox. Once this checkbox is selected, the submit for approval button will be enabled.

15. Enter your reason for dropping the class in the textbox. If the reason is required, the textbox will be labeled: REQUIRED: Enter drop reason below. Note that if you are submitting a request to drop a course in the WF period, this text box will be labeled with a message like “REQUIRED: Enter the reason for dropping a class that may result in a grade of W or F. This note will appear on all classes dropped. If you have different reasons for dropping multiple classes, please specify the class with each reason.”
Student Initiated - Electronic Drop (eDrop)

The screen will look similar to this if dropping a class in the WF period. Classes not in the WF period will still show the second set of conditions, but not the first.

16. Click . Once you have clicked the button, you will receive a receipt page. It will include the following information:

- Print this page for future reference.
- Your schedule has NOT yet changed; it has been submitted for approval; continue attending class until confirmation of the change has been received.
- Confirmation of your requested change(s) will be sent to your University email account.
- If further communication is required, you will be notified through your University email account.

17. Click to print this receipt page.

18. If you would like to drop another class, click . Your class schedule will appear with the previous course listed as pending drop. Follow the above steps to drop another class. If you are done, click .
Other Information

**No Available Classes to Drop**

If you do not have courses that are available to be dropped via the system at the time of the request, you will get the following message:

![Initiate eDrop Request](image)

**Total Withdrawal**

If you select a class to drop and this is the last class you are enrolled in, you will receive the following message: **You have chosen to drop all of your classes. Do you intend to withdraw from the university for this term?** If you chose yes, you will receive a confirmation page.

**Enrollment at Two Campuses or in Two Careers at the Same Campus**

If you are enrolled at 2 campuses or in 2 careers at the same campus, you will see a page prior to the Class selection page.

![Select Institution/Career](image)

Once you select the appropriate Institution/Career and click **continue**, the Class Selection page will be displayed and you can follow the steps above to drop a class.

**Viewing the Status of Your eDocs**

You can view the status of your electronic documents (eDocs) via One.IU.

1. Sign in to One.IU (if you have not done so already).
2. Using the One.IU search bar, type “eDocs” and press **ENTER**.
3. Click on the **Track My SIS eDocs** task.
The My SIS eDocs page is displayed.

Any SIS eDocs associated with your university ID will appear at the bottom of the page.