**Overview**

This process will allow an administrator to initiate an electronic drop for a student. Rather than having a student walk a paper form around campus to obtain authorization signatures, the eDrop document is routed electronically to the same people who previously signed the forms. The electronic routing is called a path.

- 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 the student's campus. The task in One.IU is labeled Late Drop Add Classes (Administrative). The task in One.IU for students is labeled Late Drop / Add Classes (after 1st week of classes).
- 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.
- The date used to update SIS is the date you, the administrator, submitted the request, irrespective of how long it takes to be approved.
- “Nodes” of approval are set at each campus, according to their academic policies. NOTE: If you are part of the route path for the document you initiated, you may be skipped due to the fact that you initiated the document (this setup varies by campus).

1. (WF only) Pre-academic authority workgroup (based on institution, student career, program, and plan). (Bloomington only)
2. Student academic advisor/advisor workgroup (based on student career, program, plan, and potential school/department usage of the SIS Advisor table)
   - Workgroups may include multiple individuals and when one takes action, the item is removed from the action list of all individuals within the workgroup.
3. If International student, routes to International Affairs workgroup
   - Specs: VISM Student Group code and transaction will drop student below fulltime
4. If Student-Athlete, routes to Student-Athlete advisor workgroup
   - Specs: USSC Student Group (Bloomington and IUPUI) or RS24, RS25, RS27, RS28, RS29, RS30, and RS31 Student Groups
5. (WF only) Pre-course authority workgroup (based on institution, class career, class subject, course prefix, catalog #, and related component). (Bloomington only)
6. (WF only) Instructor must assign a grade of W or F. The following instructor roles will receive the document in the action list: primary instructor, secondary instructor, associate instructor, and supervisory instructor. Only one instructor is required to take action on the document. After one instructor takes action, the other instructors cannot modify the document.
7. Course Authority – Department offering the course
8. (WF only) Pre-registrar workgroup (based on institution, student career, program, session, and term withdrawal). (Bloomington only)
9. Academic Authority – Dean of student’s school and Dual Program Authority – Dean of student’s school if in a dual program.
10. If a Special Session code (Non, NS1, NS2), it will route to Registrar workgroup for action. This allows the Registrar staff to assign appropriate grades and refund amounts, based on the actual dates of the class. If the student is dropping his last class/es (resulting in a term withdrawal) and requires an override to the refunds, assign the drop reasons as usual within eDrop, then contact your campus Bursar to ensure that the term withdrawal reason is
Administrator Initiated eDrop

adjusted to reflect the appropriate refund. The Registrar may also approve other drops based on each campus’ setup.

11. Once all approvals are secured, the students’ SIS enrollment will be automatically updated.

Note: eDrop/eAdd pairs where the drop is in the WF period do NOT update SIS enrollment. These documents go to exception and require manual processing due to varied campus policies and procedures.

- If a student is dropping his/her last class, it will also update student Term History pages with student withdrawal if this action is approved by the campus. (See note in #10 above regarding refunds for a term withdrawal.)

- Once approved and the SIS enrollment table is updated:
  - Email confirmation will be sent to University email address of student
  - Registrar Office will receive daily audit of activity along with error report of any problems to be addressed
  - Faculty rosters in One.IU updated with drop activity ("W" or "F" grade)
  - Other notifications possible (for example, SF, FA, and Veteran’s Affairs)

Steps

Administrator Initiates an eDrop

1. Log into: one.iu.edu.
2. In the Search box, type “edrop” and press ENTER.
3. Click on the Late Drop Add Classes (Administrative) task.
4. Enter the student’sEMPLID or Network ID.
5. Click Submit.
6. Select Drop Only or Drop & Add (approved & processed as a pair).

If you select Drop Only and your campus has the drop/add functionality enabled, you will see the message: You have selected the Drop Only link. Are you planning to replace the class you drop with another one? Follow the steps on the screen to select the correct button (either drop & add or drop only).

7. Select the correct Term (if necessary) and click continue.
8. 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 of the classes are in the Auto W period:

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:
Administrator Initiated eDrop

- If there are any classes available to drop in the WF period, they will display below a yellow bar without a checkbox next to each class. The yellow bar contains a message stating that the below classes require approval to drop and may result in a grade of W or F. You must click a link in this yellow bar to acknowledge that you have read and understand this message in order to select a WF class to drop. See image below.

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

<table>
<thead>
<tr>
<th>Admin Initiate eDrop Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Student jma</td>
</tr>
<tr>
<td>ID: 00000001111</td>
</tr>
<tr>
<td>Term: Summer 2016</td>
</tr>
<tr>
<td>Institution: Bloomington</td>
</tr>
<tr>
<td>Career: Undergrad</td>
</tr>
<tr>
<td>Program: Arts &amp; Sciences Undergraduate (COLL1)</td>
</tr>
<tr>
<td>Plan: Apparel Merchandising BS (APMDS)</td>
</tr>
</tbody>
</table>

<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>AMID-X 373</td>
<td>INTERNSHIP IN PROF PRACTICE 008 (Ind Study)</td>
<td>12</td>
<td>1, 2</td>
<td></td>
<td></td>
<td>Eight Week - Second</td>
</tr>
</tbody>
</table>

- 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.

9. Click the checkbox next to the class(es) the student would like to drop and click **continue**.
The screen will look similar to this if all of the classes are in the Auto W period:

10. If you selected a class that could result in a W or F grade, you will see a pop-up confirming you understand that the student could receive a W or F grade.

11. Review the class selected to drop.

12. If the class selected is correct, select the **I acknowledge the conditions above** checkbox. Note that if you are submitting a request to drop a class in the WF period, you will be asked to acknowledge that you understand that this drop could result in a grade of W or F.
The screen will look similar to this if the class selected to drop is in the WF period.

### Admin Initiate eDrop Request

**Name:** Student Ima  
**ID:** 0000001111  
**Term:** Summer 2016  
**Institution:** Bloomington  
**Career:** Graduate  
**Program:** SPEA Public Affairs Graduate (SPCONS)  
**Plan:** Public Affairs MPA (PSAFDMPA)

Please confirm that you want to drop the following:

<table>
<thead>
<tr>
<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>SPEA-V 690</td>
<td>CAPSTONE IN PUB &amp; ENV AFFAIRS</td>
<td>6967 (Lecture)</td>
<td></td>
<td></td>
<td>3</td>
<td>Regular Academic Session</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 a university official. Dependent on the circumstances, this request may be denied or a final grade of W or F may be assigned.

- If this request and any pending requests are approved, total enrollment units for this term will be: 3.0

Please acknowledge the following:

- Student has requested initiation of this drop request.
- Verified that the student does not need to process a drop & add combination.
- The student is aware that this drop could result in a grade of W or F.

[ ] I acknowledge the conditions above.

**REQUIRED:** Enter the reason for dropping the 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.

![Submit for approval button](submit_for_approval.png)

- Once this checkbox is selected, the **submit for approval** button will be enabled.

13. Add a reason for dropping the class. If your campus requires a drop reason be entered, you will see the **REQUIRED:** Enter drop reason below text box. 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 stating “REQUIRED: Enter the reason for dropping the 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.”
Administrator Initiated eDrop

The screen will look similar to this if the class selected to drop is in the WF period.

14. Click **submit for approval**. If the student dropped a class in the WF period, the yellow bar will display on the confirmation page.
The screen will look similar to this if the class selected to drop is in the WF period.

If the student only had classes in the Auto W period, this confirmation page will display.

Confirmation page for student who only had classes in Auto W period.

- Note that if both Auto W and WF classes were available to drop, then the green bar will display above Auto W classes and the yellow bar will display above WF classes.
Confirmation page for a student who has selected both Auto W and WF classes to drop.

Admin Initiate eDrop Request

<table>
<thead>
<tr>
<th>Document ID</th>
<th>Action</th>
<th>Course</th>
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<th>Class#</th>
<th>Day &amp; Time</th>
<th>Instructor</th>
<th>Units</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>47849555</td>
<td>Drop</td>
<td>SPEA-V 550</td>
<td>TOPICS IN PUBLIC AFFAIRS</td>
<td>7351</td>
<td>Lecture</td>
<td></td>
<td></td>
<td>Non Standard</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 a university official. Dependent on the circumstances, this request may be denied or a final grade of W or F may be assigned.

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<th>Class#</th>
<th>Day &amp; Time</th>
<th>Instructor</th>
<th>Units</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>47849556</td>
<td>Drop</td>
<td>SPEA-M 602</td>
<td>STRAT MGMT PUB/BIO/NONPROFIT ORGS</td>
<td>14469</td>
<td>Lecture</td>
<td></td>
<td></td>
<td>Regular Academic</td>
</tr>
</tbody>
</table>

Notes:
- If this request and any pending requests are approved, total enrollment units for this term will be: 3.0
- 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.

15. Click **print** to print a copy of the page for future reference.

16. To drop another class click **create another request**. If you are finished, click **close window** to close the browser window.

**NOTE:** It is important to note that for eDrop, the process is the same as if a student were initiating the document.

Check Status of eDoc

1. To check the status of an eDoc in One.IU, go to one.iu.edu and in the Search box, type “document search” and press ENTER.

2. Click the Document Search (Kuali Rice) task.
The *Document Search* page will display.

![Document Search](Image)

3. Enter the **Document Id** and click **Search** to view the document and route path. For more detailed information, see the *Advisor/Approver eDrop* job aid.

**Other Information**

**No available classes to Drop**

If the student does 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 the student is 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.
NOTE: The Bloomington campus only allows term withdrawals online during the summer term.

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

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

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.

Additional Information

- The operator ID, creation date, and comment text are stored.
- The final approval date is stored even though it is not displayed.
- The IUIE report SR Workflow Aged Items (IE_SIS_SR_WRKFLOW_AGED ITEMS) reflects items that are still sitting in an action list and it will show the name of the individual who needs to take action. This report can be used to monitor the action lists of staff in the departments.
- Unlike administrator initiated eAdd documents, eDrops in the WF period will always route to the instructor for a grade. The instructor node cannot be skipped. If a grade isn’t assigned, the document will go to exception for manual processing.