

# Faculty/Instructor Approver - Electronic Drop (eDrop WF)

## Overview

- eDrop WF are exceptional cases after the Auto W deadline through the drop with greater penalty date specified by the Registrar's Office or the end of the class, if a non-standard session. Instructors listed as the faculty of record in the Schedule of Classes on the enrollment component of the class are required to assign a grade of W or F.
- The date used to update SIS is the date the student *submitted* the request, irrespective of how long it takes to be approved.
- Once all approvals are secured, the student's SIS enrollment will be automatically updated.
- Once approved and SIS enrollment table updated:
  - Email confirmation sent to University email address of student
  - Faculty rosters in One.IU updated with drop activity and "W" or "F" grade

## Steps

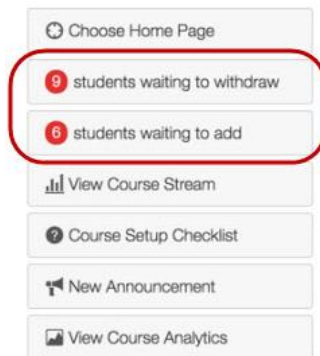
### Faculty/Approver Action

1. Log into one.iu.edu.

**Note:** Some users may receive an email notification via workflow which contains a link to the eDoc. From that email, you can click the link to access the eDrop document.

2. In the **Search** bar, type, "*action list*" and press **ENTER**.
3. Click the **Action List (Kuali Rice)** task icon. Your **Action List** will display.

**Note:** Instructors can also access eDrop and eAdd documents pending action in Canvas on the dashboard or Course Home page. The number of pending eDrop WF documents will be listed as "**students waiting to withdraw.**"



4. From the **Action List**, click on the document **Id** to access the request.
5. Once the document is retrieved, you need to review it to determine whether approval may be granted. Standards for approval/non-approval are the same as those used with the paper-driven process.
  - **DROP CLASS REQUEST:** Reflects the drop requested and is put into context with the student's entire class schedule listed below.
  - The **Assign Course Grade** field must be used by the instructor to assign a grade.
6. Click the **Assign Course Grade** drop down. You will see **W** or **F**. Select a grade.

# Faculty/Instructor Approver - Electronic Drop (eDrop WF)

eDrop with W or F		Document ID: 47849525	Status: ENROUTE
		Initiator:	Created: 2016-08-02 10:41 AM

**Student's Name:** Student, Ima  
**ID:** 000001111  
**Term:** Summer 2016  
**Institution:** IUPUI  
**Career:** Undergrad  
**Program:** Pub & Envir Aff Undergraduate(SPEA1)  
**Plan:** Criminal Justice BS(CJUSTBS)  
**Administrative Center**

**DROP CLASS REQUEST:**

**HPER-H 160 FIRST AID AND EMERGENCY CARE, Units: 3.0, Summer Session 2**

Component	Class#	Instructor	Day & Time (Location)	Meeting Dates
Lecture	9738		TuTh 9:00 AM-12:15 PM (EDSW2109)	06/27/2016-08/08/2016

Note: This student is requesting a drop after the automatic W period. Dependent on local policies, this student may be required to submit an appeal with supporting documentation prior to this request. A grade of W or F will need to be assigned by the instructor.

**Enrollment information for this class:**

Cur Enrollment	13	Pending Adds	0
*Projected Enrollment	12	Pending Drops	1
Max Enrollment	30	Dropped with W or F	0
Req Room Capacity	24		

\*Projected Enrollment = Cur Enrollment + Pending Adds - Pending Drops - Dropped with W's or F's

**Assign Course Grade:**  
 Select Grade

**Add Note (viewable by student & approvers):**

**Notes:**

Created By	Date/Time	Note
.	2016-08-02 10:41 AM	testing
side	2016-08-02 10:55 AM	Approved by
side	2016-08-02 10:56 AM	Approved by

- If the document is ready for approval, click  . Processing may take up to a minute. Do not click **Approve** again. It may also be disapproved at this level, which will nullify the document and return it to the initiator.
- Once the document is approved, the following page will be display.

eDrop with W or F		Document ID: 52455893	Status: ENROUTE routing active
		Initiator: e	Created: 2016-10-07 10:06 AM

**The request has been approved.**

**Student's Name:** Student, Ima  
**ID:** 000001111  
**Term:** Fall 2016  
**Institution:** East  
**Career:** Undergrad  
**Program:** Nat Sci & Math Undergraduate(NSM1)  
**Plan:** Biochemistry BS(BIOCBS)  
**Administrative Center**

**DROP CLASS REQUEST:**

**HPER-E 100 EXPRNCE IN PHYSICAL ACTIVITY, Units: 1.0, Non Standard Session**

Component	Class#	Instructor	Day & Time (Location)	Meeting Dates
Lecture	19498		Th 7:00 PM-9:00 PM (EARC100)	09/03/2016-10/15/2016

Note: This student is requesting a drop after the automatic W period. Dependent on local policies, this student may be required to submit an appeal with supporting documentation prior to this request.  
 A grade of W or F will need to be assigned by the instructor.

**Enrollment information for this class:**

Cur Enrollment	2	Pending Adds	0
*Projected Enrollment	1	Pending Drops	1
Max Enrollment	24	Dropped with W or F	0
Req Room Capacity	24		

\*Projected Enrollment = Cur Enrollment + Pending Adds - Pending Drops - Dropped with W's or F's

**Assigned Course Grade: W**

**Notes:**

Created By	Date/Time	Note
	2016-10-07 10:06 AM	Need to drop class
side	2016-10-07 10:11 AM	Approved by
side	2016-10-07 10:11 AM	Grade of W assigned by

If the drop request is **Disapproved**, a notification email will be sent to the student. If a drop request is **Canceled**, a notification email will **not** be sent.