Introduction:

A Withdrawal occurs when a student chooses to leave the University for the remainder of the term and requests to be withdrawn from all classes after the Add/Drop/Swap deadline has passed. **W grades will be assigned**. If the Withdrawal occurs within a certain timeframe, a student may be eligible for a partial tuition refund. The refund schedule can be found on the Student Financial Services website. Students contact their school to request a complete withdrawal. Each Emory school has its own approval process. The typical grade for a withdrawal is a W. A withdrawal grade of WF or WU may be assigned to students when requested

Withdrawals for Students Enrolled in More Than One Session Within a Term

Students may be enrolled in more than one session, for example the pre-session and the regular session. The Withdrawal process should be processed whenever the student chooses to leave the University for the remainder of the term whether or not the student has completed a session. If the Withdrawal occurs after a session Add/Drop/Swap period ends and the session classes are not graded, OPUS will assign W grades. If the session classes have grades, OPUS will leave those grades unchanged. If the Complete Withdrawal process occurs before a session starts or prior to the end of a session Add/Drop/Swap period, classes will be dropped without penalty grades and will not appear on the transcript.

In conjunction with the complete withdrawal, students will either be withdrawn from Emory University via discontinuation or placed on a leave of absence.

- **Leave of Absence:** Students intending on returning to Emory at a later date will be placed on a Leave of Absence. For a period of time during a Leave of Absence, students may retain certain system accesses and other service privileges such as library access.
- **Withdrawn Student:** A withdrawn student is a student who is withdrawing from the University and does not expect to return. A withdrawn student retains their ability to log into OPUS, but other service privileges are terminated.

Once a school approves the withdrawal, the school liaison will submit the Complete Withdrawal via OnBase Workflow. The OnBase form will route to the University Registrar's Office for processing. Throughout the process, email notifications will be received in the Registrar's email, which prompt the different areas within the Registrar's Office that it is time for them to process their portion of the withdrawal.

1. **Compliance Queue** – Compliance official will review form to ensure compliance.
2. **STSS Processing Queue** – STSS will process the withdrawal/LOA in OPUS.
3. **DMS Processing Queue** – DMS will make any necessary adjustment of data submitted to the NSC.

***Note:** Please ensure that Withdrawals are submitted via OnBase immediately upon notification of withdrawal. The University must stay within a 30-day compliance period from the moment a student notifies their school of their intent, through reporting to NSC. Please keep in mind that several individuals and steps are involved, so the process may take weeks to complete.

This document contains instructions for Submitting a Complete Withdrawal form via OnBase Workflow.

As of Fall 2020, multiple sessions exist for some schools. Please ensure that grades exist for previous completed sessions within the term and that the effective date is after the A/D/S deadline for the relevant term/session.

Withdrawal Processing Roles

Process	Processor	Submission	Liaison Role	OUR Role
Withdrawal • Student Leaving Emory after Term/Session A/D/S Deadline • Student will Receive Ws in all Classes (with the exception of a previous session within the term)	University Registrar	OnBase	**Prior to submitting via OnBase ensure the following:** 1. Remain Compliant: Submission is less than 30 days after the last day of attendance. 2. Effective date is after A/D/S deadline for the term (or session). 3. Grades are present in OPUS for any previous sessions within the term. We don't want students receiving Ws for classes in which they have earned grades.	**Prior to processing ensure:** 1. Submission meets compliance requirements. 2. Effective date is after the A/D/S deadline for the relevant term/session. 3. Grades are present for all previous sessions within the term. Contact school liaison if grades are blank and ask them to ensure that grades are entered immediately. **Note:** If enrollments exist for future sessions within the term, the classes will be drop automatically during the withdrawal process. Only current session classes will receive Ws (and non-graded past session classes).
Late Drop (partial withdrawal) • Student Withdrawing from a Class • Don't Use if Withdrawing from All Classes	School Liaison		1. Ensure that this will not result in Ws for all classes within a term/session. 2. Process Drop via Quick Enroll. **Do Not Back Date**	
Session Withdrawal • All Classes Within a Session will Receive Ws **AND** • Student Remains Enrolled and Plans to Attend Future Sessions or is Concurrently Enrolled in Another Session	University Registrar *TSS will process for a short period of time and will be turned over to STSS at some point.*	Memo for Now Look into Adding to OnBase	**Prior to submitting ensure the following:** • Student remains enrolled and plans to attend future sessions within the term or is concurrently enrolled in another session. • Session A/D/S deadline is in the past. **Notes:** • If the student is leaving the University for the term and will not attend future sessions, submit as a withdrawal via OnBase. • Tuition Adjustment may occur if within the Fee Adjustment Schedule.	**Prior to processing ensure:** 1. A/D/S deadline is in the past. 2. Student is enrolled in future sessions or concurrent session within the term. 3. Process Drop for all classes in session using Action Reason Code of SWTH. **Note**: Using this action reason code will allow for reimbursement proration if processed within the Fee Adjustment Schedule timeline.

Complete Withdrawal/LOA OnBase Workflow – School Process

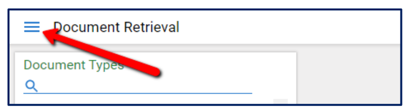
To initiate a complete withdrawal or leave of absence for PeopleSoft processing, complete the OnBase Withdrawal/LOA form and submit it to the University Registrar through an OnBase Workflow process.

Included in this documentation are instructions to:

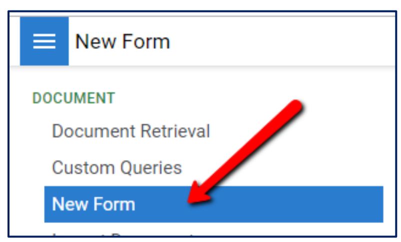
School Instructions for Initiating a New OnBase Complete Withdrawal/LOA Form

Step 1 *– Access the Complete Withdrawal/LOA form through OnBase's Web Client at https://imaging.emory.edu.*

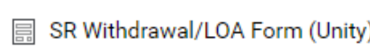
➢ *Select the* ***Document Retrieval*** *Icon*



➢ *Select the* ***New Form*** *Link*

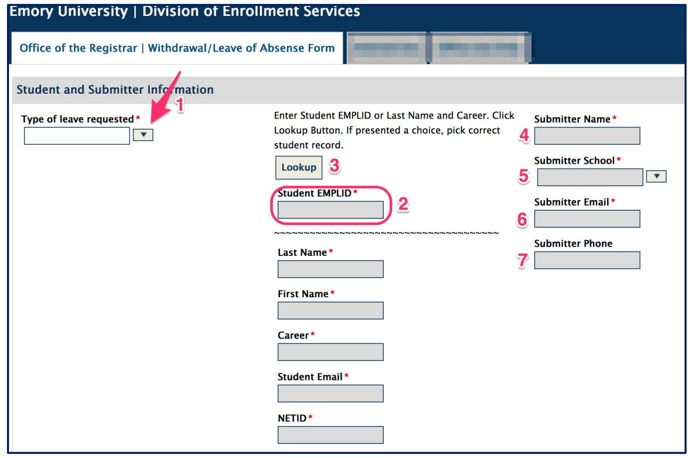


➢ *Select* ***SR Withdrawal/LOA Form (Unity)***



***Step 2** – Enter Required Information in all three columns of the Student and Submitter Information section of the form in this order:*

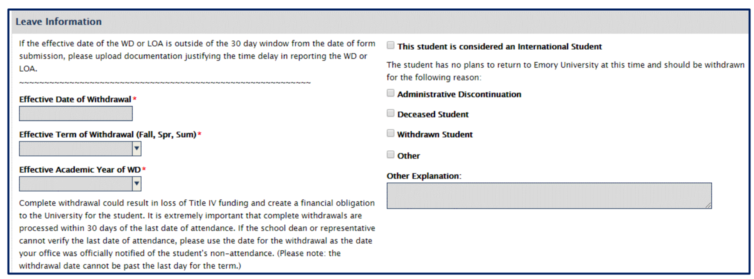
1. *Type of Leave*
   ***Withdrawal** (all Ws and **NOT** returning to Emory)*
   ***Leave of Absence** (all Ws and returning at some point)*
2. *Enter Student EMPLID*
3. *Click on the Lookup Button - This will populate the student information.*
4. *Enter submitters name*
5. *Select submitters school*
6. *Enter submitters email address*



***Step 3a** – The type of leave selected in the Student & Submitter section determines the questions asked in the Leave Information Section.*

***For a Withdrawal** (student receiving all Ws and not returning to Emory):*

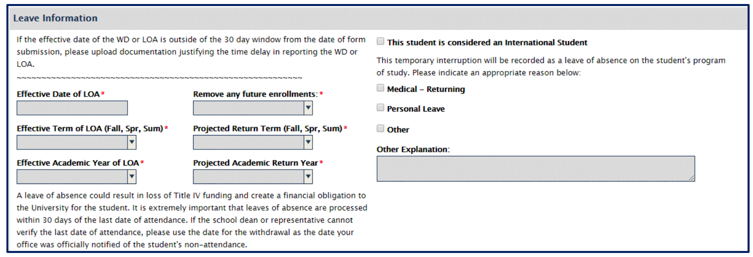
- *Enter the **Effective Date of Withdrawal***
- *Select the **Effect Term of Withdrawal** Using the Drop-Down Arrow (ie Fall Spring Summer)*
- *Enter the **Effective Year** Using the Drop-Down Arrow – (i.e. 5171, 5169, 5166)*
- *Select **International Student** if it applies*
- *Select Reason for Withdrawal*
- ***Other Explanation:** Add explanation if you choose **Other**. You may also add additional instructions in the text box if necessary.*



Step 3b

For a Leave of Absence *(student receiving all Ws and returning at some point):*

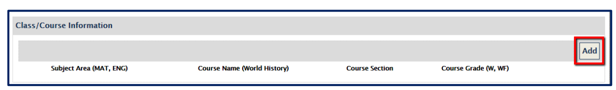
- *Enter the* ***Effective Date of LOA***
- *Select the* ***Effect Term of LOA*** *Using the Drop-Down Arrow (ie Fall Spring Summer)*
- *Enter the* ***Effective Year of the LOA*** *Using the Drop-Down Arrow – (i.e. 5171, 5169, 5166)*
- ***Remove Future Enrollments:*** *Yes or No*
- ***Projected Return Term*** *(which term do you expect the student to return from LOA)*
- ***Projected Return Year*** *(which year do you expect the student to return from LOA)*
- *Select* ***International Student*** *if it applies*
- *Select Reason for LOA*
- ***Other Explanation:*** *Add explanation if you choose* ***Other****. You may also add additional instructions in the text box if necessary.*

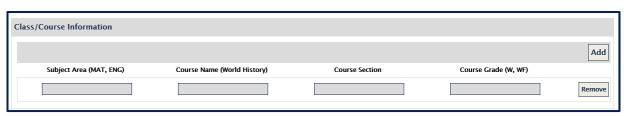


Step 4 – Complete the Class/Course Information

Add each class the student is enrolled in for the withdrawal term by selecting the "Add" button and assign a grade of W or WF. ***Include classes for the session that have already been assigned a partial withdrawal.***

Note: *If all classes are not listed, the form will be returned to the submitter to complete the form.*

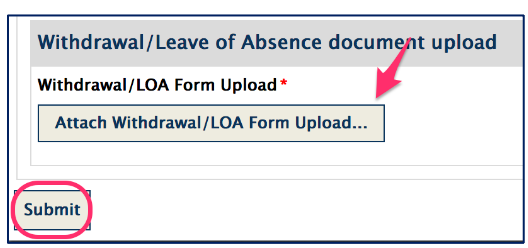




Step 5 – Upload Supporting Documents *by selecting the "Attach Withdrawal/LOA Form" button.*

Use this button to attach supporting documents to include student signature or email if unable to sign.

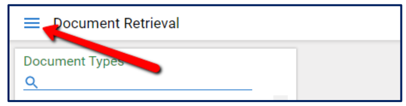
After attaching document, Submit the form



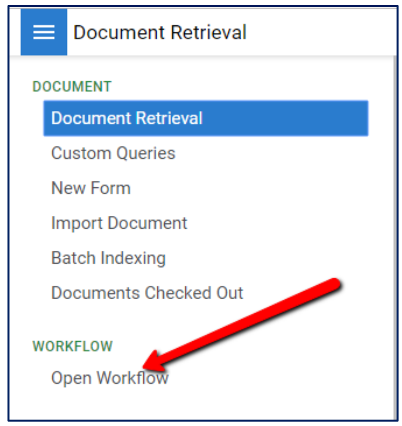
Processing a Form Returned by the University Registrar

Step 1 *– Access the Complete Withdrawal/LOA form through OnBase's Web Client at https://imaging.emory.edu.*

- *Select the* ***Document Retrieval*** *Icon*

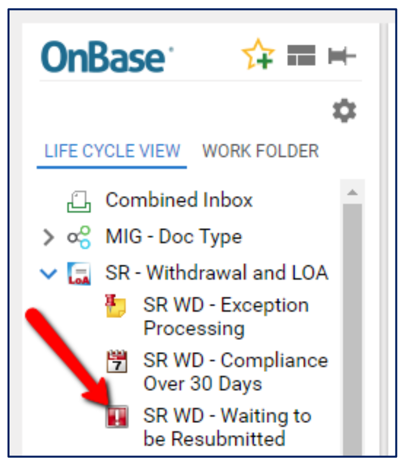


- *Select the* ***Open Workflow*** *Link*

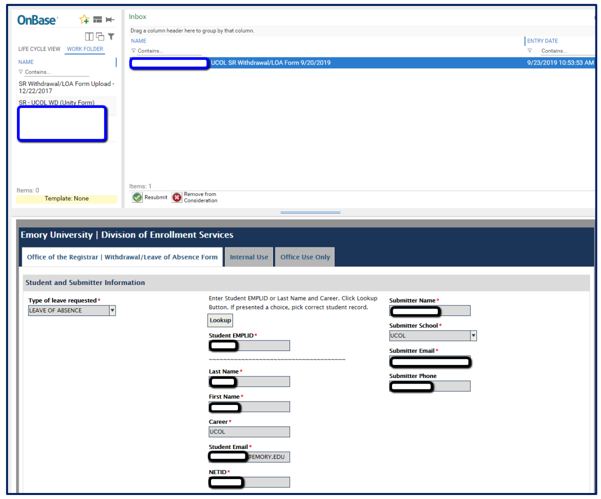


- *Select the* ***SR WD – Waiting to be Resubmitted*** *Link under the* ***Life Cycle View*** *tab.*

  Forms that are returned by the University Registrar will route to this folder for your review. Click on the folder.



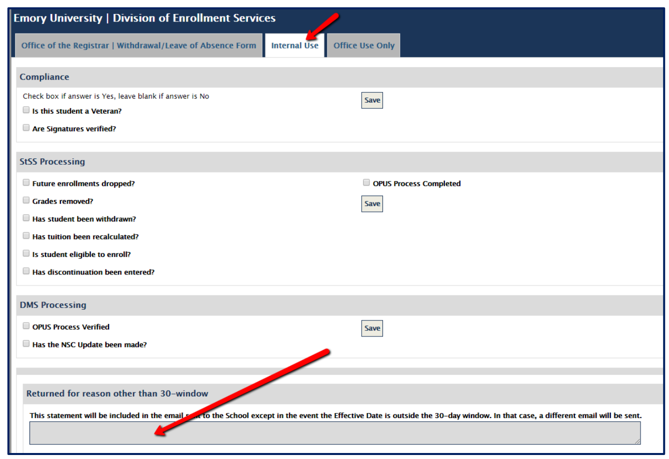
Step 2: *A* ***list*** *of* ***Complete Withdrawals/LOA*** *that require your attention will display to the right or bottom (depending on your view). Select the student to open the form.*



Step 4

Review the reason the form was returned?

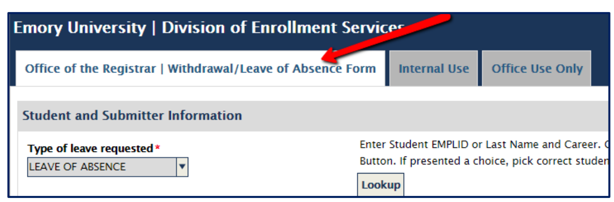
1. *Click on the* ***Internal*** *tab*
2. *Scroll to the bottom of the page to see why the form was returned and next steps.*
3. *Make necessary corrections to form or add attachments if necessary.*

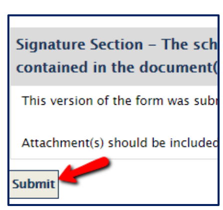


Step 5

Resubmit Request

1. *Return to the* ***Office of the Registrar: Withdrawal/Leave of Absence*** *Tab*
2. *Scroll to the bottom of the screen and click on the* ***Submit*** *button.*





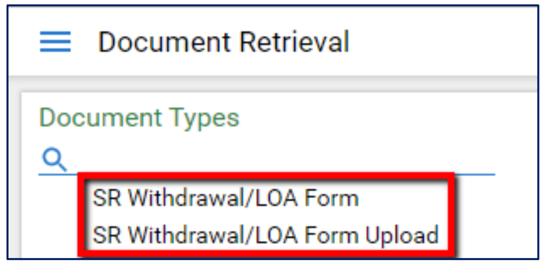
Tracking and Retrieving and Archived Complete Withdrawal/LOA Request

***Step 1** – Login to OnBase at http://imaging.emory.edu.*

Under Document Types, see the following two folders.

- ***SR Withdrawal/LOA Form** – Use this folder to retrieve complete withdrawal/LOA requests that have completed workflow processing.*
- **SR Withdrawal/LOA Form Upload** - Use this folder to retrieve attachments submitted along with a complete withdrawal/LOA request.

*For this illustration, we are looking for complete withdrawal form submitted as a LOA. Select **SR Withdrawal/LOA Form***

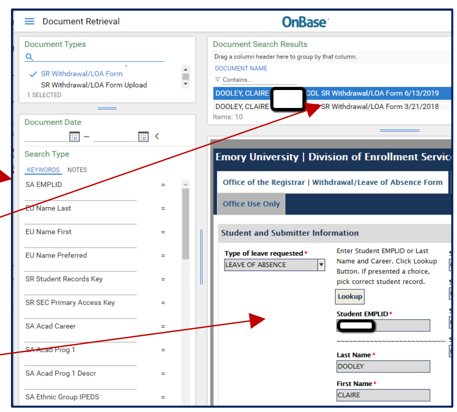


***Step 2** – You should now see **keyword** search options. You can search by any of the keywords listed. In most cases you will search by **EMPLID** or **Last and First** Name.*

***Enter Search Criteria –** For this illustration we will search by **EMPLID** Click return and results will appear in the documents search results window.*

***Double click** on the student.*

The archived form will display.



***Step 3** – Click on the **Office Use Only** tab to see the status of the form.*

***Compliance Processing** – Date the form was cleared by the compliance officer will populate in this area.*

***STSS Processing** – Date the request was processed in PeopleSoft (OPUS) will populate in this area.*

***DMS Processing** – Date the request was submitted to NSC and marked complete will populate in this area.*

***Status** – Status of form will populate in this area.*