

# Drop Form Instructions: Faculty & Staff

Office of the Registrar

# New Drop From Overview

1. Students logs in and completes the form.
2. Form is routed to the Department Chair and Admin. Assistant.
3. Department Chair/Admin Assistant reassigns the form to Instructor of Record.
4. Instructor then Approves or Rejects. If Approved include the Last Date of Attendance.
5. Upon Approval, Form is routed to Registrar Office for processing.

The form is at the following link:

[https://forms.office.com/Pages/ResponsePage.aspx?id=8RT9wFxYP0aj\\_4H0ojl65tUhqCV8lRkr8\\_niU3saGFURVY4TIE3Wkc0RE5QQIVOWko4NDdNRTRUNi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=8RT9wFxYP0aj_4H0ojl65tUhqCV8lRkr8_niU3saGFURVY4TIE3Wkc0RE5QQIVOWko4NDdNRTRUNi4u)

**LSUA** | Office of the Registrar

## Course Drop Request Form

Please note that this a request to drop a course; this form is routed to the instructor and does require their approval for a drop to be processed. Courses dropped within the "W" Grade period will show on the transcript with a grade of W. If you wish to drop all of your courses you will need to visit the Office of the Registrar and do an Official University Withdrawal Form. If you are an online student you may email the Registrar's Office at [registrar@lsua.edu](mailto:registrar@lsua.edu).

If you are experiencing any problems with this form please send an email to [registrar@lsua.edu](mailto:registrar@lsua.edu) or call the office at 318-473-6424.

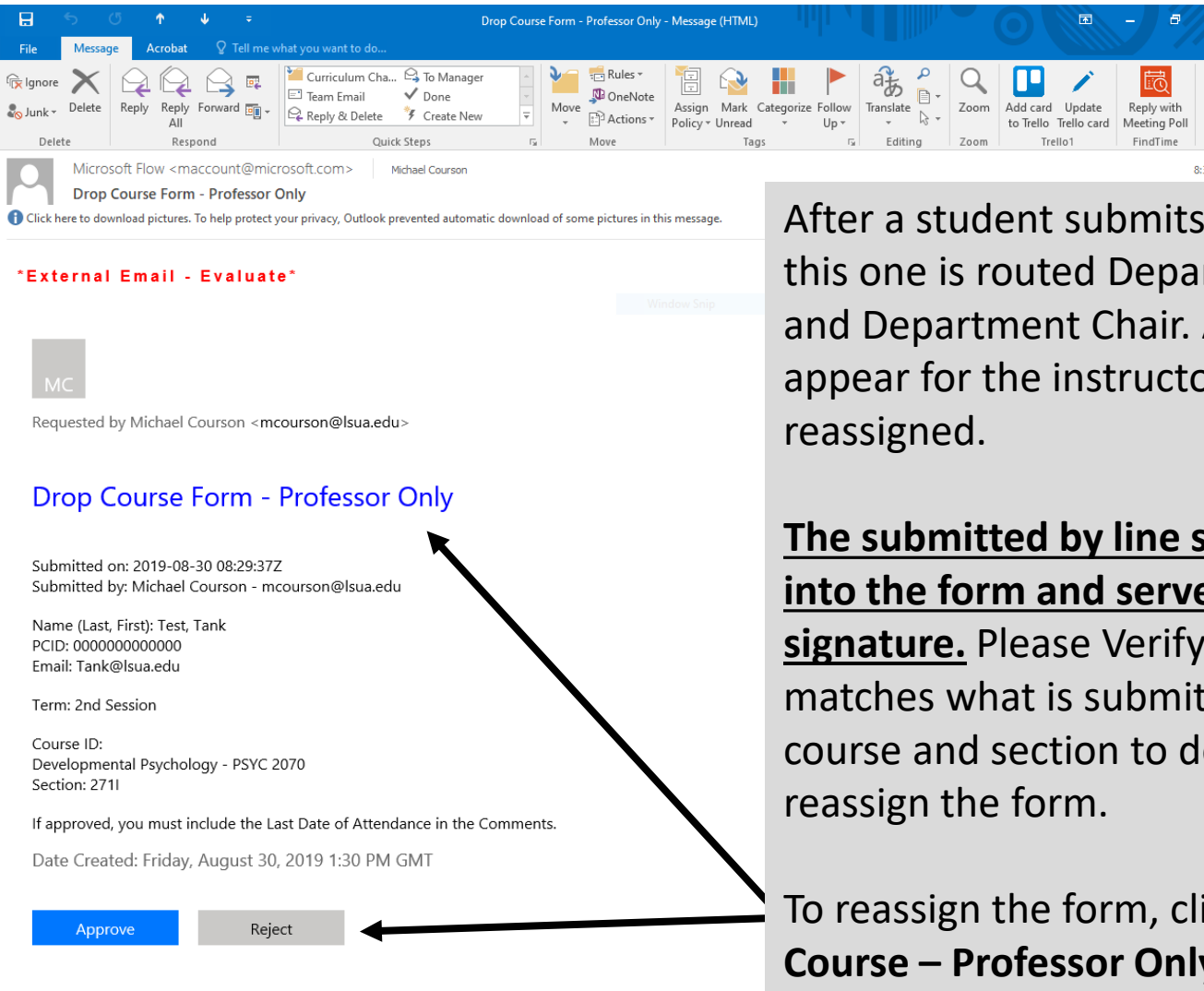
Hi Michael, when you submit this form, the owner will be able to see your name and email address.

\* Required

1. Last Name \*

2. First Name \*

# Email Notice about Form Submission or Reassignment



After a student submits a form, an email like this one is routed Department Admin. Assistant and Department Chair. A similar email will appear for the instructor when the form is reassigned.

**The submitted by line shows who was logged into the form and serves as the student's signature.** Please Verify that this information matches what is submitted in the form. Use the course and section to determine who to reassign the form.

To reassign the form, click either on **Drop Course – Professor Only, Approve, or Reject.** The result will be a web page opening open to Microsoft Flow.

Get the Flow app to receive push notifications and grant approvals from anywhere. [Learn more](#)

This message was created by an automated workflow in Microsoft Flow. Do not reply.  
Microsoft Corporation 2019.

# Reassigning a Form to Another Person

Flow

Home  
Action items  
Approvals  
Business process flows  
My flows  
Create  
Templates  
Connectors  
Data  
AI Builder (preview)  
Solutions  
Learn

### Approvals

Received Sent History

Request	Received	Details	Requester
Drop Course Form - Professor Only	Aug 30, 08:30 AM (4 min ago)	Submitted on: 2019-08-30 08:29:37Z...	Michael Courson

### Reassign

Overview

Approval  
Drop Course Form - Professor Only

Requester  
MC Michael Courson

Received  
Aug 30, 08:30 AM (4 min ago)

Details

Submitted on: 2019-08-30 08:29:37Z  
Submitted by: Michael Courson - mcourson@lsua.edu  
Name (Last, First): Test, Tank  
PCID: 000000000000  
Email: Tank@lsua.edu  
Term: 2nd Session  
Course ID: Developmental Psychology - PSYC 2070 Section: 2711  
If approved, you must include the Last Date of Attendance in the Comments.

Reassign

Reassign to \*

Jerri Weston

Suggested People

- Jerri Weston  
jweston@lsua.edu
- Jerrica Harris  
JHarris007@lsua.edu
- Jerrica Johnson  
JJohnson041@lsua.edu
- Jerrica VanDyke  
JVanDyke001@lsua.edu

Confirm Cancel

On the right hand side there is a little window that has the same information as the email only less formatted. You can select **Approve**, **Reject**, or **Reassign** as the status.

The Department Admin Assistant or Department Chair will reassign drop forms to the professors for the course.

Because Flow is connected to our user database, it auto populates all names in the system that start the same way.

Please make sure to reassign the request to the correct instructor.

# Approving a Drop Form

The screenshot shows the Microsoft Flow interface. The top navigation bar includes 'Flow', a user profile for Michael Courson, and various utility icons. The left sidebar contains navigation options like Home, Action Items, Approvals, Business process flows, My flows, Create, Templates, Connectors, Data, AI Builder, and Solutions. The main area displays an 'Approvals' table with columns for Request, Received, Details, and Requester. The table lists three 'Drop Course Form - Professor Only' requests. A 'Respond: Approve' dialog is open on the right, showing an overview of the request and a details section with the following information:

**Overview**

Approval  
Drop Course Form - Professor Only

**Requester**  
MC Michael Courson

**Received**  
Aug 30, 08:30 AM (4 min ago)

**Details**

Submitted on: 2019-08-30 08:29:37Z  
Submitted by: Michael Courson - mcourson@lsua.edu  
Name (Last, First): Test, Tank  
PCID: 000000000000  
Email: Tank@lsua.edu  
Term: 2nd Session  
Course ID:  
Developmental Psychology - PSYC 2070  
Section: 2711  
If approved, you must include the Last Date of Attendance in the Comments.

The dialog includes a dropdown menu set to 'Approve', a comment field with the text '8-30-19', and 'Confirm' and 'Cancel' buttons at the bottom.

**When you are approving the request, you must enter the Last Date of Attendance for the student in the comment box.**

If you do not enter it, the approval will be sent back to you to repeat the process. It will be a loop until you include the last date of attendance.

# Rejecting a Drop Form

The screenshot displays the Microsoft Flow 'Approvals' interface. The main area shows a table of requests under the 'Received' tab. The first request is 'Drop Course Form - Professor Only', submitted on Aug 30, 08:30 AM (4 min ago). A dialog box titled 'Respond: Reject' is open, showing the request details and a text area for a comment. The comment text reads: 'Met with student and is no longer wishing to drop.' The dialog also includes a 'Reject' dropdown menu and 'Confirm' and 'Cancel' buttons.

Request	Received	Details	Requester
Drop Course Form - Professor Only	Aug 30, 08:30 AM (4 min ago)	Submitted on: 2019-08-30 08:29:37Z...	Michael Courson
Drop Course Form - Professor Only	Aug 29, 09:30 AM (23 h ago)	Submitted on: 2019-08-29 09:22:22Z...	Dawn...
Drop Course Form - Professor Only	Aug 29, 09:14 AM (23 h ago)	Submitted on: 2019-08-29 09:06:50Z...	Dawn...

**Respond: Reject**

**Overview**

Approval  
Drop Course Form - Professor Only

Requester  
Michael Courson

Received  
Aug 30, 08:30 AM (4 min ago)

**Details**

Submitted on: 2019-08-30 08:29:37Z  
Submitted by: Michael Courson - mcourson@lsua.edu  
Name (Last, First): Test, Tank  
PCID: 000000000000  
Email: Tank@lsua.edu  
Term: 2nd Session  
Course ID: Developmental Psychology - PSYC 2070  
Section: 2711  
If approved, you must include the Last Date of Attendance in the Comments.

Reject

Add a comment (optional)

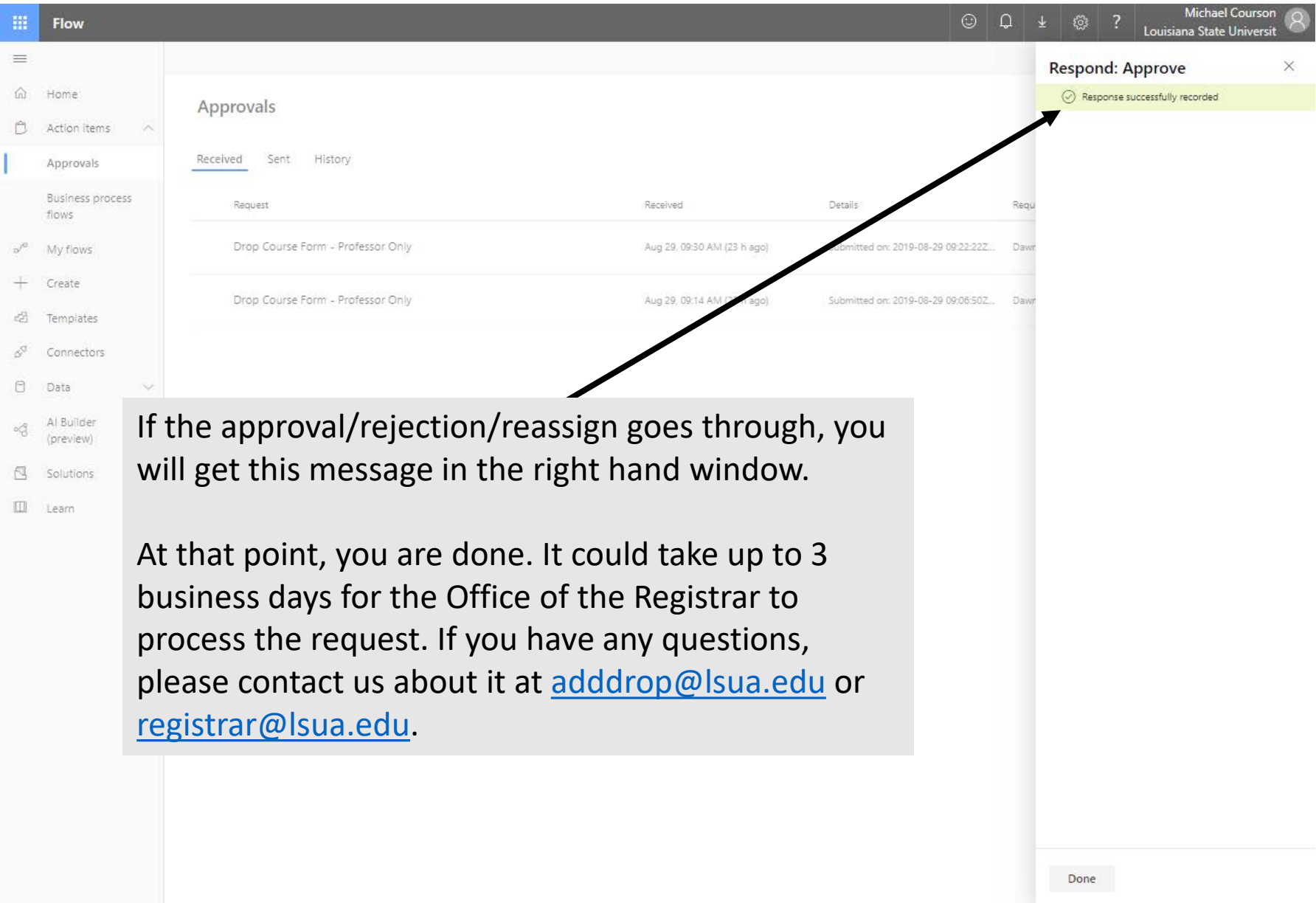
Met with student and is no longer wishing to drop.

Confirm Cancel

If you are rejecting the course drop for any reason, please include the reason in the comment section.

This allows the Office of the Registrar to know why and can answer assist with answering questions about what happened with the request instead of having to follow up with you (possibly months) later.

# Notice about Record



The screenshot shows the Microsoft Flow interface. The top navigation bar includes the 'Flow' logo, a user profile for Michael Courson at Louisiana State University, and various utility icons. The left sidebar contains navigation options like Home, Action Items, Approvals, Business process flows, My flows, Create, Templates, Connectors, Data, AI Builder (preview), Solutions, and Learn. The main content area is titled 'Approvals' and has tabs for 'Received', 'Sent', and 'History'. A table lists approval requests, with the first two rows showing 'Drop Course Form - Professor Only' requests from August 29, 2019. A notification banner in the top right corner, titled 'Respond: Approve', displays a green checkmark and the text 'Response successfully recorded'. A black arrow points from the text box below to this notification.

If the approval/rejection/reassign goes through, you will get this message in the right hand window.

At that point, you are done. It could take up to 3 business days for the Office of the Registrar to process the request. If you have any questions, please contact us about it at [adddrop@lsua.edu](mailto:adddrop@lsua.edu) or [registrar@lsua.edu](mailto:registrar@lsua.edu).