

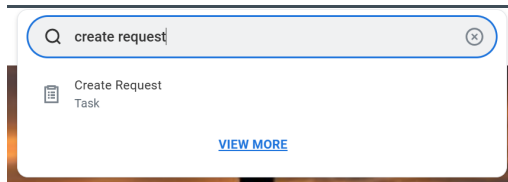
Requesting Institutional Withdrawal (GSAS)

This job aid demonstrates how students of the **Graduate School of Arts & Sciences** may submit an institutional withdrawal. Students should be in consultation with their Program Director prior to submitting their institutional withdrawal request.

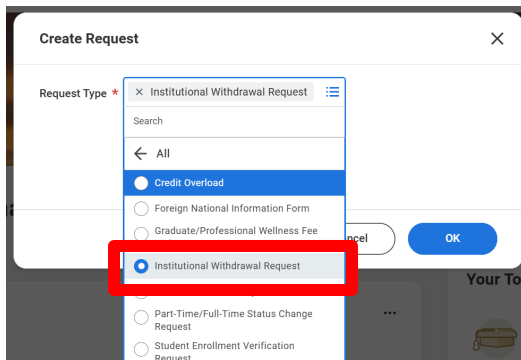
Request an Institutional Withdrawal

Complete the following steps.

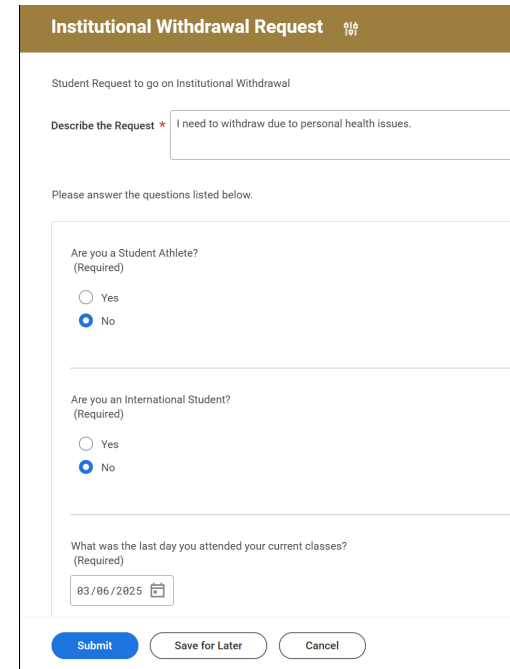
1. Log in to Workday at workday.wfu.edu.
2. In the **Search** bar on the home page, type **Create Request**, then select the **Create Request** task that appears in the search results.



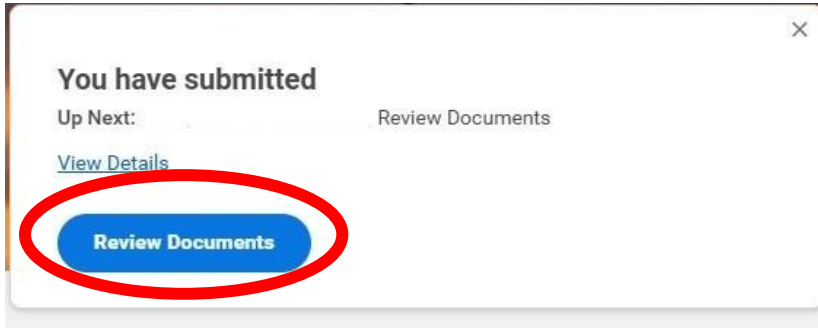
3. From the **Request Type** field that appears, select **All**, then select **Institutional Withdrawal Request**.



4. Click **OK**.
5. On the next window, complete the **Institutional Withdrawal Request** form.



6. Click **Submit**.
7. Upon submission of the **Institutional Withdrawal** task, you will see a pop-up box confirming that you have submitted. Click the **Review Documents** button to review the **Withdrawal Notice of Impacts Document**. (Alternatively, you may click your **My Tasks** in the top right corner of your Workday window to access and review the document.)



- 8. After reviewing the document, return to Workday and check the box next to **I agree**.

A screenshot of the "Documents" section in a Workday interface. It lists a document titled "Withdrawal Notice of Impacts to Students" with instructions to review it and a signature statement to acknowledge reading and understanding it. Below this, there is an "I Agree" checkbox which is checked. There is also a "Comment" text area and buttons for "Submit", "Save for Later", and "Cancel" at the bottom.

- 9. Click **Submit**. Your request will then be routed to the appropriate administrator.