

## Term Withdraw Request

Students should familiarize themselves with the dates on the [Academic Semester Calendar](#).

Students have the ability to withdraw themselves from classes on their own through the Withdrawal Deadline. After the withdrawal deadline, a student must submit a Term Withdrawal Request when officially withdrawing from the university (no longer enrolled in any classes at the University); a \$45 fee will be charged for withdrawing.

The deadline to submit a **Term Withdrawal Request** is 11:59pm of the Last Day of Class for the term.

This quick reference guide (QRG) provides instructions on how to submit a **Term Withdrawal Request** in Workday. To submit a Term Withdrawal Request, complete the following steps.

1. Create Request. In the search bar at the top of any open Workday tab, type **Create Request**.

 A search bar with a magnifying glass icon on the left and a close button (an 'x' in a circle) on the right. The text 'create request' is entered into the search field.

2. Launch the **Create Request** task.

 A rectangular button with a blue border. The text 'Create Request' is in blue and underlined, and 'Task' is in gray below it.

3. Select **UAF Term Withdrawal** from the dropdown menu.

 A dialog box titled 'Create Request' with a close button (an 'x' in a circle) in the top right corner. Below the title bar is a dropdown menu labeled 'Request Type \*' with 'UAF Term Withdrawal' selected. At the bottom right of the dialog are two buttons: 'Cancel' and 'OK'.

4. Click **OK**.
5. Answer the questions.
6. Click **Submit**.

### Important Notes:

Students should familiarize themselves with the Withdrawal Deadline, as published on the Academic Semester Calendar.

A Term Withdrawal Request will withdraw the student from all courses that have not yet been completed for the term.

This request does not guarantee the process has been completed. You will receive communication from the registrar's office regarding the status of the withdrawal request.

The deadline to submit a Term Withdraw Request is 11:59pm of the Last Day of Class for the term.