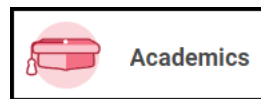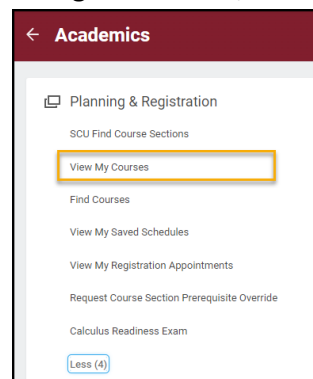# Drop / Withdraw from Course

Overview

This quick reference guide will cover how to drop or withdraw from a course. Note that withdrawing from a course takes place after the add/drop period, and as such will result in a grade of W on your record.

Process

1. After logging into Workday, click the **Academics** application. You can find it under the Main Menu bar, or under **Your Top Apps**.

2. The **Academics** dashboard provides links and information about your academic record.

3. In the **Planning and Registration** box, click **View My Courses**.

4. You will see a list of your current courses.

5. During the add/drop period, buttons will appear next to the courses allowing you to drop them. Once this period has passed, the **Drop** button will disappear and you will see **Withdraw**. Click this button and work through the prompts to submit your withdrawal.

6. Your request will be routed to the appropriate users in Workday for review and approval. Once all necessary approvals have taken place, the course will appear in your record with a W grade.