We encourage you to review the Academic Policy on Withdrawal from Courses. Students not attending a class in which they are enrolled must drop or withdraw from the class. Failure to do so will result in a failing grade on their record (F or WU).

Withdrawing occurs when students remove themselves from classes AFTER the drop deadline for the term or session. The drop deadline is the end of the third week of classes in Fall and Spring. Prior to the Drop Deadline, students may drop themselves via the Student Center in Campus Solutions (CS). Faculty may also drop a student for non-participation starting the first day of instruction until one day prior to the student drop deadline through their Faculty Center. Please review instructions for dropping online: [https://cms.sfsu.edu/content/add-drop-students#drop](https://cms.sfsu.edu/content/add-drop-students#drop)

After the drop deadline, students will be able to submit an electronic withdrawal request via the Student Center in CS until the last day of instruction for that term. Undergraduates will not be able to submit a request if it would exceed the repeat limits found in the campus policy. If the request is for one of your department classes, you will receive an email alerting you that the request is ready for your review after an instructor has approved.

**Step 1** You can access the online withdrawal request from your Worklist in the upper right corner of your PeopleSoft home page.

**Step 2** All of the online withdrawal requests that are available for you to review will appear in your Worklist.

**Step 3** Click on the link to view each request.
Step 4  Review the online withdrawal request submitted by the student.

Step 5  **This step is Optional for Approvals but Mandatory for Denials** You can add comments by clicking on the "Add Comment" button. Students will be able to see comments left when they check the status of their request in their Student Center.
Step 6  Approve or Deny the request by clicking on the corresponding button.
If you approve the request:

- **Through the 12th week of instruction:** The student will be notified by email of the approval and the withdrawal will be recorded on their student record.

- **After the 12th week of instruction:** The request will be forwarded for consideration by the academic administrator appointed by the president.

If you deny the request, the approval process ends and the student is notified that their withdrawal request was denied.

Step 7  If you have other online withdrawal requests to approve/deny, click on the "Return to Worklist" button and repeat steps 3-6.