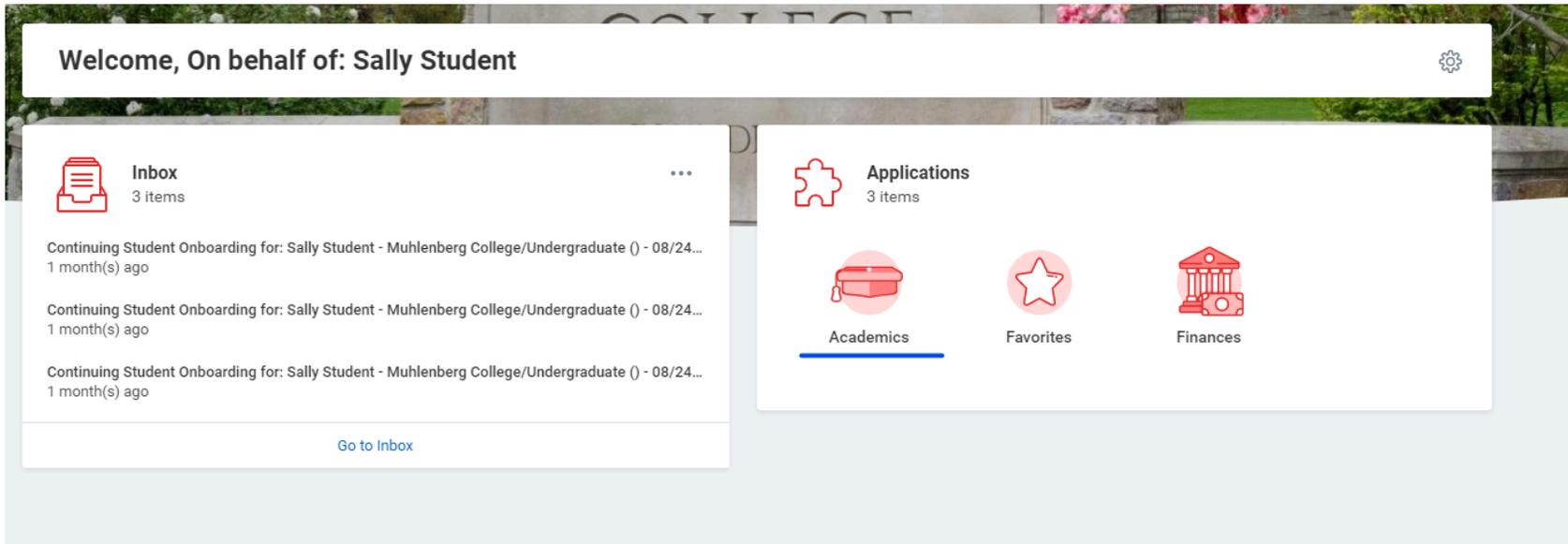How to request an Institutional Withdrawal from Muhlenberg College

1. Log into Workday via OneLogin

2. On the main page, click on the Academics worklet:

3. In the menu on the right under "Academic Records", click "More (3)" and then "Request Institutional Withdrawal"

Academic Records

View My Academic Record

View My Grades

View My Holds

Order Official Transcripts Online

Apply for Program Completion

Request Institutional Withdrawal

Less (3)

4. Fill out the Request Withdrawal page:

The "Withdrawal Date" will default to today's date, but can be changed to a future date. **IMPORTANT: Unless you are withdrawing today, do not use today's date.** If you are currently enrolled and you use today's date you will be withdrawn from any courses in the current academic period and dropped from any registered courses in future academic periods.

If you want to complete your current courses, you must use the first date of the next academic period. The system will prompt you with an error message that will display the start date of the future term if you select any date that falls within it.

For example, you are enrolled in Summer 2021 courses that you want to complete and your withdrawal should be future dated to the first date of the Fall 2021 semester. If you select 9/1/2022, which falls within the Fall 2021 semester, the system will display an error message that prompts you to use 8/30/2021 instead:

Request Withdrawal Sally Student •••

Academic Record ★   ✕ Sally Student - Muhlenberg College/Undergraduate () - 08/24/2020 - Active

Withdrawal Date ★   09/01/2021 📅   Falls Within   2021 Fall Semester

Error: To request a withdrawal for a future academic period, enter a Withdrawal Date that's on the standard start date of that academic period: 08/30/2021.

Withdrawal Reason   Search

Once you change the date, the error message will disappear:

W   🔍 Search

Request Withdrawal Sally Student •••

Academic Record ★   ✕ Sally Student - Muhlenberg College/Undergraduate () - 08/24/2020 - Active

Withdrawal Date ★   08/30/2021 📅   Falls Within   2021 Fall Semester

Withdrawal Reason

Please select the "Withdrawal Reason" most appropriate to your situation

5. Once you have completed all of the fields, click OK. You will then be taken to a confirmation screen. Please carefully review the information on the next page as it will display any course you will be dropping or withdrawing:

Request Withdrawal Sally Student - Muhlenberg College/Undergraduate () - 08/24/2020 - Active

Confirmation 1 item

*Effective Date	Withdrawal Reason
06/03/2021	Personal

Course Summary 3 items

Academic Period	Course	Grade
2021 Fall Semester	BIO 101 - Concepts: Human Bio, Sci & Soc	
2021 Fall Semester	PSC 201 - Political Ideologies	
2021 Summer 1	REL 137 - Speaking with the Divine	W

Confirm Withdrawal * ☐

enter your comment

Click the checkbox next to "Confirm Withdrawal" and then click the Submit button.

Your request will then be approved by your academic advisor and the Business, Housing and Financial Aid offices before it is finalized.