

Withdrawal Process

Step 1: Withdrawal Discussion with Instructor

Student communicates with instructor to determine if withdrawal is the best option.



In-person communication is ideal



In the event an in-person meeting isn't possible, communication via phone or email is an option.

Step 2: Fill Out Withdrawal Form

Download Form : www.actx.edu/withdrawal-form

Link to the form can also be found in your instructor's syllabus

Instructor's signature is required in order to process the withdrawal



Students who are receiving financial aid should contact the Financial Aid Office to determine how withdrawal will affect aid. In many cases, students are required to pay back a portion of their aid as a result of withdrawal.



Step 3: Withdrawal Form Submitted to AC Student Service Center



1. **Submit + Grades**

Student submits withdrawal form on or before deadline.



2. **Confirm Grades**

Student checks AC Connect to confirm grade.



3. **Email Notice**

Both the student and the faculty member will get an email notice called "Daily Drop/Add Report" that notes the change.



Staff assigns grade of "W" for the class and print a new schedule for the student.

