

PALO ALTO COLLEGE COLLEGE PROCEDURES

Procedure Number: S 9.0
Procedure Title: Academic Withdrawal
Relevant Board Policy: E.1.4 Student Course Loads and Schedules
Originating Unit: Admissions & Records
Maintenance Unit: Vice President of Student Success

I. Purpose: To delineate a thorough and efficient set of steps by which students can withdraw from a course(s)

II. Procedure Statement:

Academic Withdraw Processing:

A. Student can drop their courses online prior to the 1st day of class or prior to the census date via their ACES account. A 100% refund is only applicable prior to the first day of class. Please refer to our website for schedule of refunds http://mypaccatalog.alamo.edu/content.php?catoid=119&navoid=6397#Tuition_Refund_Schedule. Neither a grade nor the course will appear on the transcript. A student receiving assistance such as Financial Aid, VA benefits or any other 3rd party aid may have to return funds if they withdraw from a course(s).

1. Students are recommended to meet with their instructor to discuss options prior to initiating withdraw. Student may be referred to academic advisor who will also recommend visiting with instructor first.
2. If a student is not able to drop online or visit with their advisor then the Admissions and Records office will process the forms.

B. Dropping a course(s) after census through the final drop date. Student will be referred to refund schedule for potential timeline and percentages. Please refer to our website http://mypaccatalog.alamo.edu/content.php?catoid=119&navoid=6397#Tuition_Refund_Schedule

1. Students are recommended to meet with their instructor to discuss options prior to initiating withdraw. Student may be referred to academic advisor who will also recommend visiting with instructor first.

2. Student is to log into ACES to initiate withdrawal request via “Course Withdrawal” within Registration.

3. If the student is unable to initiate withdrawal process via ACES, Admissions and Records may assist.

C. All Course Drop

1. Student will complete steps in ACES to initiate “Course Withdrawal” and specifically select “Total withdrawal from all courses.”
2. Advisor will receive a notification of request and proceed with the respective advising steps via ACES.

Issued: January 26, 2011

Approved: Ana M. Guzman
President

Revised: May 17, 2019

Approved: (signed: Dr. Robert Garza)
President