



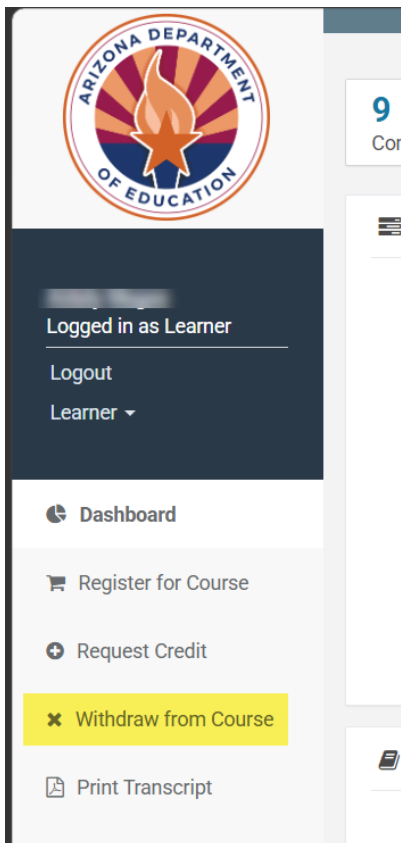
## APLD – How to Withdraw from a Course

Learners can submit a withdrawal request when they no longer wish to participate in a course. Once processed, the learner's enrollment status is updated, and the learner is removed from the section roster.

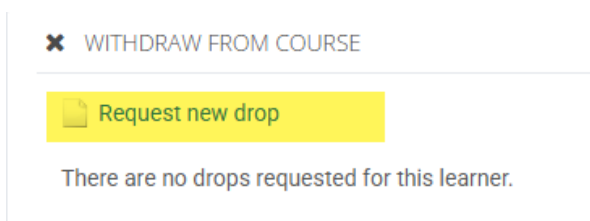
### Login to ADEConnect and select APPLD

<https://adeconnect.azed.gov/Apps>

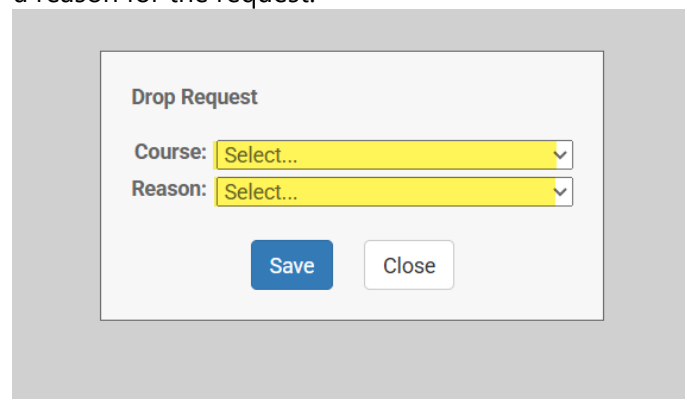
1. From the left navigation menu, select **Withdraw from Course**.



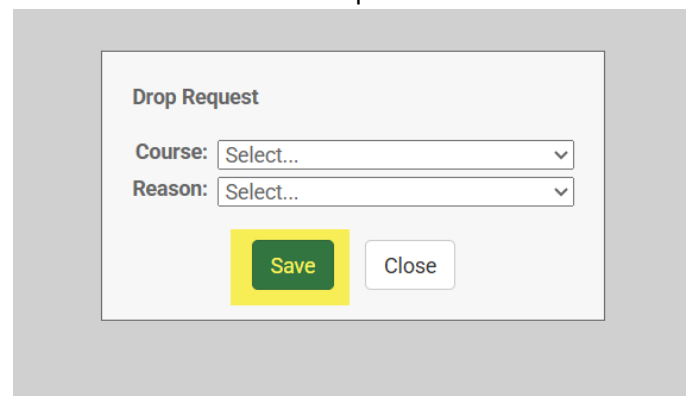
2. Select **Request New Drop**



3. The **Drop Request** dialog box will appear. Select the course you wish to withdraw from and choose a reason for the request.



4. Select **Save** to submit the request.



5. After the request is submitted, the course will no longer appear on the **learner dashboard** and the learner will receive a system-generated email confirming that the course has been dropped.
6. For questions regarding a course withdrawal, please contact the course instructor.