



American Baptist College is committed to helping you achieve your academic goals; however, we realize that sometimes circumstances arise that prevent you from successfully completing your coursework as planned. Dropping and/or withdrawing from a course can have financial and academic implications that should be taken into consideration when making this decision. Withdrawing from college before completing your degree can cost you financially as well. You leave without earning the degree that improves your chances of higher earnings on your job.

Recent changes in financial aid rules and veterans education benefits have further complicated the withdrawal process; only trained representatives have the knowledge to help students make the best decision(s)—financially and academically

Withdrawal Procedures

The drop/add period for the Fall and Spring semesters is always within the first two weeks of class. This is the *only* opportunity a student has to add or remove classes from his/her schedule online. There is a schedule for dropping, adding, and withdrawing from classes posted on the Academic Calendar. After the Drop/Add period, any courses removed from a student's schedule will be considered a withdrawal and will result in a grade of WD recorded on the transcript. This grade does not affect the student's GPA at all.

If a student withdraws from a class after the withdraw deadline, they will receive a grade of WF (withdraw-fail), which is calculated as an F in the student's GPA. Students may drop one, some, or all of their classes during the drop/add period. Courses dropped in this manner do not appear on a student's transcript and are not considered as hours attempted for financial aid purposes. No grade is assigned for such courses.

A student who wishes to withdraw from a course after the last day of the drop period for a term must withdraw by following the procedures outlined below. In order to withdraw from school, the student must obtain a "Withdrawal Form" from the Registrar and have it properly filled out by the student's Advisor, the Financial Aid Office, Academic Vice President, and Registrar before the student may leave the College at any time during the semester. This form must be returned to the Registrar's Office when completed. Upon completion of this form, the Registrar will send a copy to the Business Office. It is

necessary for the correct procedure to be followed in order that the student's record may be properly kept.

Failure to properly withdraw from a course will result in a grade of "F." Students who withdraw OFFICIALLY are subject to the refund policy. No refunds are given for unofficial withdrawal. When students withdraw within the time specified, all unused financial aid will be returned to the appropriate federal and non-federal program sources and not refunded to students.

Upon official withdrawal from the college, or dropping a course, refund of tuition and other refundable charges will be made according to the refund policy. A key component needed in order to determine if a refund of institutional charges is required is the date the student stopped attending classes and, therefore, was no longer receiving the instruction for which he or she was charged. This date is generally referred to as the "withdrawal date." The withdrawal date is also critical in determining the amount of a student's refund.

Before withdrawing from a class, talk your Adviser. Give your Adviser a chance to help you figure out how to succeed in your classes and/or how to manage your time so you can do your best work in college. Before withdrawing from college, consult the Associate Dean of Academic Affairs/Director of Student Success

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