

DROP OR NOT? INFORMED DROP/WITHDRAWAL DECISION MAKING

OVERVIEW

Are you considering dropping/withdrawing from a course? Review this information to ensure you are making an appropriate and informed decision.

It is important to continue to attend the course in question and complete all assigned work while you are exploring your options. This will ensure you don't fall behind if you choose to stay in the course.

RELEVANT DATES & VERBIAGE

Add/Drop Period: Timeframe from the start of registration through approximately the end of the first week of the semester during which students can make schedule alterations without negatively affecting their transcript. Refer to the Academic Calendar for exact dates.

Last Day to Drop with a Grade of "W": This date falls on the Friday of week 10 of the semester. After this date, students will be assigned a grade of "WF" for all courses removed from their schedule. Refer to the Academic Calendar for exact dates.

Withdrawal: Any course removed from a student's schedule after the end of the Add/Drop Period. Withdrawn courses are assigned a grade of "W" that will remain on the student's transcript. This grade is not calculated into the student's cumulative GPA. However, a course with a "W" grade is considered as attempted credit hours for the financial aid Satisfactory Academic Progress (SAP) Policy.

Withdrawal-Fail: Any course removed from a student's schedule after the last day to drop with a grade of a "W". A "WF" is calculated as a 0.00 in the cumulative GPA calculations and the course is considered as attempted credit hours for the SAP Policy.

Satisfactory Academic Progress Policy: The SAP Policy governs whether a student is eligible to receive the various forms of financial aid. Review the full SAP policy online at inside.heidelberg.edu > Offices > Financial Aid > For Current Students > Undergraduate SAP Policy

FULL WITHDRAWAL

Once registration occurs, students are not able to drop to zero hours. Students wishing to completely withdraw from all courses at Heidelberg should contact the Dean of Student Affairs Office for process information.

STUDENT REFLECTION

What are your reasons for wanting to drop the course?

Initial each action below that you have taken:

- _____ Attended every class session
- _____ Completed and submitted all assignments/tests
- _____ Talked with the instructor about your concerns/questions
- _____ Attended group or individual tutoring: PASS, Writing Center, etc.

ACADEMIC PROGRESS IMPLICATIONS

Meet with your Advisor if you are considering dropping/withdrawing from a course. Removing a course from your schedule can have long-term effects on your progress towards degree completion. Consider the following:

- Is this course a program requirement? General education? Elective?
- If a program requirement, when is my next opportunity to enroll in it?
- Is this course a prerequisite for a course I plan to take next semester?
- Will dropping this class delay my graduation?

FINANCIAL IMPLICATIONS

Talk to the staff in the Financial Aid Office to determine how dropping/withdrawing from a course may affect your current funds and future eligibility.

- Will dropping/withdrawing cause me to become ineligible to continue receiving financial aid? (loans, grants, scholarships)
- Will dropping/withdrawing cause me to become ineligible to continue working at my on-campus job? (student workers on work study)
- If dropping below 12 credits enrolled, how will my awards be adjusted?

Contact the Business Office to determine how dropping/withdrawing may affect your account balances.

- Will I qualify for a refund?
- Will I incur a balance on my account?
- If dropping below 12 credits enrolled, how will my costs adjust?

ATHLETIC ELIGIBILITY IMPLICATIONS

Student-Athletes are required to maintain full-time enrollment (a minimum of 12 credit hours) to be eligible to participate in intercollegiate sports. Student-Athletes who drop below 12 credit hours enrolled will become immediately ineligible to continue participating in their sport. Contact the Registrar with any questions on athletic eligibility.