

“Other policy clarifications” section should be changed to the following:

### **Individual Course Withdrawals**

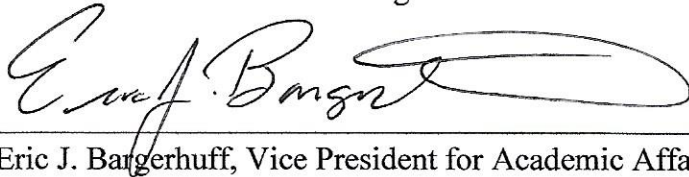
1. Students are required to obtain the proper electronic Drop/Add Form (the link received from their advisor who will authorize the change) and submit the form to the Registrar’s office for adding or dropping classes by the add/drop deadline (Within seven days after the course start for a 16-week course, and 5 days from the course start for an 8-week course).
2. **No adjustments will be made to a student’s financial obligations** if the student chooses to withdraw from the course after the Drop/Add date. The student however, may be issued a “Voluntary Withdrawal” (VWD) if the withdrawal is done by the 10<sup>th</sup> Friday of the semester for 16-week courses and the 25<sup>th</sup> day after the course start for an 8 week course. A “VWD” on a student’s transcript will affect the SAP (Student Academic Progress) but not their GPA. For further implications of a “VWD” with respect to a student’s Financial Aid, see the Academic Policies for a “VWD” on p. 42.
3. A student is declared “inactive” in a course if they have not attended the course by the add/drop date. This inactive status will automatically lead to an **administrative withdrawal from the course** which will be reported to the Business Office and Financial Aid office. *Though the student will not be charged for this course, it will have implications with respect to the student’s financial aid status.* Therefore, it is paramount that a student attend classes they have registered for before the Add/Drop deadline in order to avoid an administrative drop.
4. When a student is shown to be “inactive” in a course that they have registered for, the faculty will officially report the inactivity to the Registrar on the proper “Inactivity Form.” Upon receipt of the Form, the Registrar, with approval of the Academic Dean, will officially administratively drop the student from the course and notify the Business Office and Financial Aid office.

### **Other Policy Clarifications:**

1. When refunds are issued to a student due to a total school withdrawal or an approved individual course withdrawal within the Add/Drop deadline, refunds will be made within 30 days.
2. *Withdrawal from the college may affect a student’s eligibility for future financial aid.*

Any student account which remains outstanding and has to be forwarded to a collection agency will be assessed with collection costs and fees. Therefore the student will be responsible for the full balance of their account plus all collection charges and fees. Collection agencies have the right to report unpaid balances to credit reporting bureaus.

I, Eric J. Bargerhuff, do hereby certify this addendum to be true and correct in content and policy. Our institution will adopt this addendum, effective 09/11/2024 and will incorporate this into the next revision of our catalog.

A handwritten signature in black ink, appearing to read "Eric J. Bargerhuff", written over a horizontal line.

Dr. Eric J. Bargerhuff, Vice President for Academic Affairs

9-11-24

Date