

ADMINISTRATIVE WITHDRAWAL AND ADD/DROP POLICY

Add/Drop Deadlines for TIU-FL Graduate Courses

See Changes in Registration and Course Withdrawals (<https://catalog.tiu.edu/graduate/academic-life/policies/>) in the Trinity Graduate School section of the catalog.

Administrative Drops and Withdrawals

Administrative Drop from Course

If a student does not attend the first 25% of class meetings, the student will be administratively dropped from the course and will be assessed an administrative withdrawal fee (<https://catalog.tiu.edu/university/finances/tuition-other-expenses/#floridaregionalcentercontext>).

Administrative Withdrawal from the University

If a student does not request a leave of absence (LOA) and does not register for or attend any courses within a semester, the student will be considered withdrawn from the university and will no longer be considered an active student. An inactive student may reapply with no guarantee of readmission. If readmitted, students will be subject to the catalog current to their readmission date and may face programmatic or course requirement changes.

Registration Policies for TIU-FL Undergraduate Courses

Add

Students are encouraged to register as early as possible, and must register for courses ("add") no later than the first class meeting.

Drop

Students who wish to drop a class (have a course not appear on the transcript) must drop the course prior to the second class meeting. Students should refer to the university finances (<https://catalog.tiu.edu/university/finances/tuition-refund-policies/#floridaregionalcentercontext>) regarding the possibility of tuition refunds when dropping or withdrawing from courses. Tuition and fee assessment deadlines and financial aid deadlines may be independent from academic deadlines.

Course Withdrawal Policy

A student may withdraw from a course beginning with the second class meeting and during the first 50% of class meetings and receive a "W" designation on the transcript. There is no withdrawal after 50% of the course is completed; the grade earned will be assigned and appear on the transcript. Students should refer to the university finances (<https://catalog.tiu.edu/university/finances/tuition-refund-policies/>) regarding the possibility of tuition refunds when dropping or withdrawing from courses. Tuition and fee assessment deadlines and financial aid deadlines may be independent from academic deadlines.

Note Regarding Guided Study Course Adds, Drops, and Withdrawals

When approved, Guided Study courses are assigned official start and end dates that corresponds to the regularly scheduled length of the course. Therefore the same add, drop, and withdrawal deadlines apply to these courses.