

# PROTOCOLS FOR STUDENT LEAVE OF ABSENCE

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## Withdrawing from TIU-FL

Students who find it necessary to withdraw entirely from Trinity Florida must complete an official withdrawal form available from the Registrar's Office. Completion of the required form helps ensure proper processing of grades and finances. A student may not be eligible for refunds (where applicable) and forfeits academic standing in the college if this form is not properly completed and submitted.

The grade earned in the course will depend on the date of the drop and the corresponding add/drop and withdrawal deadlines.

- Courses that have not yet begun will be dropped from the student's record.
- Courses for which the drop/withdrawal deadline has not passed will receive a "W" designation.
- Courses for which the drop/withdrawal deadline has elapsed will receive a regular letter grade as earned (to be submitted by the professor following established grading deadlines).

## Leave of Absence

A student who desires not to register for classes for a period of one to three semesters (a maximum of twelve months) should request a leave of absence (LOA) via the leave of absence form available from the Office of the Dean at Trinity Florida. The form must be submitted prior to the proposed leave. The student should schedule an appointment with the Associate Dean at the time of submission of the form to ensure that all matters are in proper order. A LOA may be granted for personal, financial, or other reasons, but the expectation is that students will return to their program within a twelve-month period.

During the LOA, the student is considered "active" but "on leave" and should maintain contact with TIU-FL, ensuring that address information and other relevant data are kept current through the Academic Records office. At the end of the leave, arrangements for course registration and returning to school should be made directly with the Academic Records office. During the LOA, the program statute of limitation (refer to the corresponding program's academic policies) clock keeps ticking; however, the students remain in their program of admission, and no continuation fees are assessed. LOA status is not intended to merely delay program deadlines or other program responsibilities but is rather a genuine absence from the Trinity Florida community.

If, during the LOA, students find that they must withdraw from the university, or need further extended leave beyond what was originally filed, they must communicate their intentions with the Associate Dean. LOA beyond twelve months is considered withdrawal from the university, and the student must 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.