

WITHDRAWAL OR LEAVE OF ABSENCE FROM THE COLLEGE

Students who find it necessary to withdraw entirely from the college must complete an official withdrawal form available in the student life office or on My.TIU.edu (<https://my.tiu.edu>). A student is not eligible for refunds (where applicable) and forfeits academic standing in the college if this form is not properly completed and submitted. Students withdrawing by the last day to drop classes will receive a "W" designation (withdrawal) for all classes. Students withdrawing after the last day to drop classes will receive a regular letter grade.

Refunds

After official withdrawal from the college, students may be eligible for a partial refund of tuition and board (<http://catalog.tiu.edu/university/finances/tuition-refund-policies/>). All refunds are based on the date of official withdrawal from the college.

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 academic withdrawal/leave of absence form available from the Student Life Office (studentlife@tiu.edu). The form must be submitted prior to the proposed leave. The student should schedule an appointment with the Dean of Students 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, 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 clock keeps ticking (<http://catalog.tiu.edu/trinity-college/academic-life/planning-program/graduation-requirements/>); 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 College 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 Student Life office. 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.