

TMU ACADEMIC REGULATIONS AND WITHDRAWAL/REFUND POLICY

NON-DEGREE SEEKING STUDENT POLICY: Individuals wishing to take courses for academic credit (or audit) but not currently pursuing a degree program may enter the University as non-degree students. Enrollment as a non-degree student does not imply admission to the degree granting program of the University; however, non-degree students are held to the same academic standards as degree students. Advising for non-degree students is available through the Director of Advising (for traditional students) or the Department of Lifelong Learning (for non-traditional students). A non-degree student eligible for admission to degree status may apply up to 24 hours taken at Thomas More University in non-degree status, if that course work is deemed by the University to be appropriate, to a degree program. Students who choose to continue in a non-degree status after completion of 24 credit hours have no assurance that additional credit may be applied to a degree.

Eligibility for Non-Degree Status: Enrollment in non-degree status programs is open to persons who:

- A. Have a high school diploma, or an equivalency certificate based on the results of the General Educational Development tests;
- B. If enrolled at another collegiate institution or at Thomas More University at any time during the previous calendar year and are eligible to return to that institution in good standing;
- C. Meet the prerequisites of the course or courses;
- D. Are international students whose previous educational attainments in foreign or U.S. schools are deemed to be of an acceptable level by Thomas More University; or
- E. Have received an exemption from the above requirements by the Dean of the University.

ACADEMIC REGULATIONS: The following deadlines are based on a course of normal semester duration. Proportionate adjustments are made for courses in the summer and for those lasting less than 16 weeks, which are on an Alternate Calendar Schedule. Please check with the Registrar's Office for the date information regarding your specific course. Students are expected to determine whether they have the interest, time and/or ability to successfully complete the course before the appropriate deadlines.

Add a course during the first and second week
Drop without record during first week

Change grading system during first five weeks
Drop with W after second week

All courses taken to satisfy core or major requirements must be taken under the Letter System. Additionally, a minimum of 96 semester hours must be earned under the letter system.

Any change in registration requires the approval of the academic advisor. Dropping a course after the first week requires the instructor signature, advisor signature, athletic compliance officer signature (if athlete), as well as the Bursar's signature. Adding a course after the last add date requires all signatures above, plus the Provost's signature.

TUITION REFUND POLICY: Tuition costs will be refunded when the student drops a class or withdraws from the University. THE STUDENT WILL BE BILLED AND FINANCIALLY RESPONSIBLE FOR ANY PAYMENT DUE TO THE UNIVERSITY RESULTING FROM THE REFUND POLICY. Tuition will be refunded based on the following schedule:

Traditional semester courses that meet

16 weeks and beyond:

Before and during the first week – 100%
During the second week – 75%
During the third week – 50%
During the fourth week – 25%
After the fourth week – 0%

For courses that meet alternate weeks:

On or before the sixth day after the course begins – 100%
Between the seventh and twentieth day after the course begins – 50%
Anytime thereafter – 0%

For courses that meet from 4 to 15 weeks:

During or before the first week – 100%
During the second week – 50%
After second week – 0%

For courses that meet from 1 to 3 weeks:

On or before the second day – 100%
On the third or fourth day – 50%
After the fourth day – 0%

State and Institutional Funds Refund Policy: When a student who drops credit hours or withdraws completely and has received institutional and/or state funds, those funds must be adjusted and refunded to either the State (per regulations) or to Thomas More University. The State and institutional monies will be refunded based upon the above schedule.

Federal Title IV Funds Withdrawal Refund Policy: When a student who received federal financial aid funds (Title IV) withdraws from the University during a semester, federal regulations require the University to determine the amount of "unearned" funds that must be returned to the federal aid programs. This requirement is effective only if the student completely terminates enrollment (i.e. cancels registration, withdraws, or is dismissed) or stops attending classes before completing more than 60 percent of the semester. The amount of Title IV funds "earned" is determined by multiplying the total amount of Title IV aid (other than federal work study) for which the student qualified during the semester by the percentage of time enrolled is determined by dividing the number of calendar days in the semester (less any scheduled break for five or more days). The difference between "earned" funds and total Title IV funds awarded is "unearned" and must be refunded. Once a student has completed more than 60% of the semester, he/she earns 100% of the Title IV funds awarded for the semester.

Medical Withdrawals: All medical withdrawals require documentation, which must be submitted to the Provost, subject to approval from the CFO.