

Taylor University Online

Carrie Meyer, Director

Taylor University Online provides quality Christian higher education using innovative methods. With roots in the 1930s, TU Online has since grown to offer over 110 courses and several programs. The online delivery format is flexible and convenient.

For additional information on Taylor University Online, visit <http://online.taylor.edu>.

Registration

Students who intend to register for a TU Online course are required to complete the TUO course approval form and obtain signatures of the student's advisor as well as the department chair of the course to be taken. The form should be submitted to the Office of the Registrar for review and approval by the Registrar. Upon approval, the student is notified to contact TUO for course registration and payment. Courses taken through TUO are not considered part of the academic load for enrollment verification, tuition, or financial aid.

No more than 16 hours of distance learning, including TUO coursework, may be taken to fulfill degree requirements.

Students on institutional academic probation are not permitted to register for courses through TUO unless repeating a course. No academically suspended student may be enrolled in any Taylor courses, including those offered by TUO.

TUO course approval forms are available online at <http://public.taylor.edu/academics/registrar/forms.shtml>.

Drop or Withdraw From a Course

The refund schedule and transcript ramifications for guest and out-of-term students who withdraw from a course are as follows:

- Withdraw within 7 days of registration: 100% refund and course does not appear on the transcript.
- Withdraw between 8 to 28 days of registration: 75% refund and course appears as a "W" on the transcript.
- Withdraw between 29 days of registration and the original course due date: 0% refund and course appears as a "W" on the transcript.
- Withdraw during the extension period: 0% refund and course appears as a "WF" on the transcript.

To request to be withdrawn, contact the Taylor University Online office at TUOnline@taylor.edu or call 800-845-3149. The date the request is submitted will be honored as the withdrawal date.

Extensions/Incompletes

For guest and out-of-term students, one 4-month extension is available per course if requested and paid for at least 2 weeks prior to the established due date of the course; a fee is assessed for the extension.

Grades and Transcript

Grades earned through TUO affect the cumulative GPA and are included on the student's transcript along with all courses taken through Taylor. All final grades (e.g., A-F, WF), excluding a grade of W, affect the cumulative GPA.

For information on requesting a transcript, please refer to **Transcript of Academic Record** on page 27.