

ACADEMIC POLICIES

Adding/Dropping/Withdrawing (Courses)

Students may drop a course within the first 5 business days of a course start date without penalty. Courses may be added prior to the first day of a course start date. **Caution:** Contact a financial aid representative prior to submitting a Drop/Add Form to inquire and fully understand the implications that a course schedule change might have to your expected financial award projection.

Students may withdraw from a course with a “VWD” until the fourteenth day after the start date. **It is the student’s responsibility to initiate and complete the process to drop or withdraw from a course.** The forms can be requested from the Registrar’s office.

Class Attendance

The TrinityQuest program is a concentrated accelerated program, requiring full attendance for all class sessions. If a situation involving health or work demands cause a rare or unavoidable absence, the following guidelines will apply:

1. Homework assignments for the missed session **MUST** be submitted the following class. In the event the absence occurs the last day of class, the assignment is due within one week.
2. A student will forfeit any grade for class participation, **UNLESS** the instructor provides an optional assignment.
3. If a student exceeds one full absence in a module, the entire module must be repeated.

A student will be considered tardy if he/she arrives more than one-half hour late or leaves earlier than one-half hour before the end of class. Two such instances are equivalent to an absence. In the event that a student accumulates an absence in this manner, the above three guidelines will be in effect.

A student may not incur more than five absences for the entire TrinityQuest program. Additional absences may result in dismissal from the program.

NOTE: If a program schedule conflict is anticipated for a particular module, application must be made for permission to take the course under an Independent/Directed Study.

Incomplete Courses

In case of an emergency, such as a serious illness or death in the family, a student may request a grade of “INC” (incomplete) for a course. In order to do this, a student must complete a Request for Grade of Incomplete Form prior to the end of the course, and it must be approved by the professor and Vice President for Academic Affairs. All work for courses in which an “INC” is given must be completed by the date noted by the instructor. After that time, the “INC” will automatically become a grade of “F”.

Academic Probation and Suspension

1. Academic Probation
 - a. A student is placed on academic probation if his/her cumulative GPA drops below 2.0. If the cumulative GPA is not above 2.0 by the end of the next semester, the student may be dismissed from the program.
 - b. A student is placed on academic probation when he/she fails a module. In the event this occurs, the student will be required to make up that module prior to graduation and will remain on academic probation until the module is successfully retaken.
2. Academic Dismissal
 - a. A student may be dismissed from the TrinityQuest program if his/her cumulative GPA falls below 2.0 for two consecutive semesters.
 - b. A student failing more than one module is subject to dismissal from the TrinityQuest Program.
3. Readmission: A student who has been dismissed for academic reasons may petition the Associate Dean for Adult Education for possible readmission.
4. Academic Grievance Policy: Any student has the right to file a grievance according to the appropriate procedures listed in the Student Handbook. Decisions of the Academic Affairs Committee are final.

Cancellation of Classes

In the event classes are canceled due to a natural weather condition or a physical problem at the College, and/or other locations where classes are held (loss of power,

flooding, etc.), one of the following options may be exercised by the Associate Dean for Adult Education following discussion and consultation with the Vice President for Academic Affairs:

1. A separate make-up class may be scheduled at the convenience of the class and the professor.
2. An online replacement class session may be scheduled.

NOTE: It is necessary for students to keep their contact information (e-mail and phone) current with the TrinityQuest Offices.

CDC

CDC materials must be submitted at least 3 months prior to graduation.

Grievance Policy

See Catalog, Page 17.

Quest 2015-2016 Academic Calendar

Fall Semester 2015-2016: (8/24/2015 - 2/7/2016) :

Module A: August 24 – October 4 (*No campus classes Sept. 7-11, 2015*)

Module B: October 5 - November 8

Module C: November 9 - December 20 (*No campus classes Nov. 23-27, 2015*)

*** Christmas Break (No campus classes) December 20, 2015 - January 3, 2016 ***

Module D: January 4 - February 7, 2016

Spring Semester 2015-2016: (2/8/2016 – 8/21/2016) :

Module A: February 8 - March 20 (*No campus classes Feb. 15-19, 2016*)

Module B: March 21 - April 24

Module C: April 25 – May 29

*** Semester break (No campus classes) May 30 – June 5, 2016 ***

Module D: June 6 - July 17 (*No campus classes July 4-8, 2016*)

Module E: July 18-August 21

*I owe my vision, my knowledge of the Word of God,
to Trinity College of Florida.*

- Dr. Billy Graham