Withdrawal Policy

Students are expected to arrange their academic schedules carefully and maintain the schedule throughout the semester. Necessary schedule changes must-go through the Student Services Office and have the permission of the instructor of the course(s) affected by the schedule change. For an official withdrawal, students must complete a withdrawal form and submit it to the Student Services Office to complete the drop/withdrawal process. Drops and withdrawals are not official until the appropriate paperwork has been completed.

Dropping Courses

Students may add or drop courses from their schedules during the first 10% of the course meetings. Courses dropped during that time will not be reflected on a student's transcripts and are eligible for a refund. Refunds, when due, will be made without requiring a request from students, minus an administrative fee.

Withdrawing from a Course/Program

Students may withdraw from a course or program at any time through 75% of the course/program without penalty. The student will be assigned a grade of "W". No academic credit is awarded. The course is not counted in the term or cumulative GPA at TCR. Courses dropped after this time will result in a grade of "F" for the course. The student needs to communicate with the Student Services Office to withdraw or drop from courses/programs. The Registrar will complete the form with the student and then route for all required signatures.

Leave of Absence

In lieu of withdrawal, a student can apply for leave of absence in cases of illness, family crisis, etc. For more information on this situation, please review the Leave of Absence Policy on TCR's website under "Policies".

Reviewed: June 2, 2026, by TCR Administration