

Center for Digital and Extended Learning

Taylor University Online provides quality Christian higher education using innovative methods. The online delivery format is flexible and convenient. Policies included in this catalog are generally applicable to all students; however, some policies may not apply specifically or identically to TUO students and the advisor should be contacted for clarification for any policy in question.

For additional information on Taylor University Online, visit <https://www.taylor.edu/academics/programs/online/>.

Contact Information

Professors should respond to students within 48 hours via the student email address listed in Brightspace.

Students are responsible for checking email accounts regularly and complying with correspondence from University administrators, advisors, faculty, and staff. Students must notify TUO when a name, address, phone, or email change occurs.

Taylor University Online may be contacted via email at online@taylor.edu to assist students with areas such as course and program enrollment, financial matters, academic concerns, and advisement.

Course Format

In order to offer the utmost in flexibility, the ISO (Independent Study Online) format is used. Courses are facilitated through Brightspace, an online management system, which stores all of the course information including the syllabus, instructor information, assignments, quizzes, etc. Brightspace is accessed through myTaylor, a password-protected website for Taylor students. An emphasis is placed on use of interactive electronic resources and interaction between instructor and student.

In-term program students, including all students receiving financial aid, complete the ISO courses within the specific term dates. Students have specific due dates for each assignment.

Guest and out-of-term program students enjoy open enrollment which allows registration on any business day. Students may work at their own pace—there are no specific due dates for each assignment—and have up to four months to complete the course.

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: 50% 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 online@taylor.edu or call 1-800-845-3149. The date the request is submitted will be honored as the withdrawal date.

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** in the Academic Policies and Regulations section of this catalog.