



Fast Track Lock–Step Information

LIU Brentwood offers several Fast Track programs in a “lock-step” structure that is different in some ways from the traditional format of a graduate-level program. Please be aware of these differences and the information provided below:

- Fast Track students take their required classes in a set schedule of semesters, and at class times that are fixed at the start of the program. Students are not permitted to vary from this schedule. Students entering a Fast Track program should be aware of this schedule and plan accordingly.
- Fast Track students attend all classes and graduate with the same group of students with whom they have begun their program.
- Fast Track students pay tuition that is lower than the “traditional” tuition rate and includes the cost of tuition, textbooks, and any University fees normally associated with registration. Students must maintain continual attendance in order to retain this locked-in tuition rate.
- If a Fast Track student decides to drop out of a Fast Track program, there are a number of steps which must be followed:
 1. If the student has received textbooks, the student may:
 - Return the books in “as new” condition
 - OR
 - Purchase the books at retail cost for their own use (required if the books are in other than “as new” condition)
 2. The student shall contact his/her academic advisor and arrange to drop the courses for which he/she has registered. This process includes the following:
 - Student’s signature on a Drop Form
 - Advisor’s signature on a Drop Form
 - Professors’ signatures on a Drop Form (This is required only if the course has already begun. The professors shall indicate the number of classes which the student has attended. Tuition liability is assigned on a pro-rated basis according to the schedule of tuition liability published in the Brentwood Campus Bulletin. The completed Drop Form shall be submitted to LIU Brentwood Admissions Office for processing.
 3. The student shall provide a written statement of withdrawal to the Office of Admissions. This is necessary in order to terminate any ongoing services that may be associated with the student’s Admissions Application or registration.

I understand the information and directions described above.

Signature

Print Name

Social Security Number

Date