

MILITARY CALL TO ACTIVE DUTY

This policy applies to students who have been ordered to active military duty in any branch of the United States armed forces. It does not apply to students ordered to active duty in another country's armed forces.

Leave for a duration of more than two weeks

The *Military Leave of Absence* form is to be submitted to the Office of the Registrar and will be in effect for a length of time that is no longer than three years, as per the guidelines offered by the U.S. Department of Education. Upon official notification by the student to the Office of the Registrar that the military service has ended, and if that notification is made within thirty days of that release, the student may return to the University without the need for readmission.

Upon submission of the *Military Leave of Absence* form, to which a copy of their military orders is attached, students will be allowed to withdraw from classes without penalty from the university and receive:

- 1) 100% tuition refund
- 2) 100% course fees refund
- 3) 100% of the unused portion of any pre-paid meal card
- 4) Pro-rated Residence Charges (based on the day on which the student withdraws)

If, in the judgement of the instructor and the student, and with the permission of the student's dean of the school or college, a grade of "I" (incomplete) is appropriate, then the student will receive an "I" with no tuition or course fees reimbursement and be allowed to complete the coursework according to the agreement arranged with the instructor and the dean.

Financial aid and payments received by the student for the term will be refunded to the source. Students who have received a refund from financial aid sources will be expected to repay the financial aid according to the terms of any promissory notes they have signed. The same standards that are applied to students who have an outstanding tuition balance with the University will be applied to those called up for military duty. In addition, the University will be adhering to the guidance offered by the U.S. Department of Education with regards to students who have received a Federal Perkins Loan or Federal Nursing Loan.

Leave for a duration of two weeks or less

Active military students are sometimes subject to military call-up lasting two weeks or less. Due to the short period of this type of call-up, it may not be in the best interest of the student to take "W" grade as outlined above and other academic accommodations may be possible to allow the student to progress in the existing course of study.

Principles:

1. Active military students are held to the same standard of academic excellence expected of all students.
2. Authorized absences for scheduled military call-up duties do not relieve the students of their class responsibilities, including any course material covered during a missed class.
3. Faculty should indicate on the course syllabus, available to students on or before the first day of class, the dates of all major exams, due dates for paper or project submissions, and dates of field trips and other mandatory class-related activities. This does not preclude faculty from changing the syllabus as needed during the quarter.
4. It is recognized that certain course activities are necessary to meet course and/or program requirements. Active military students should make every effort to minimize conflicts with such academic activities, e.g. clinicals, labs and field trips.
5. Faculty members should make reasonable efforts to support active military students who miss classes due to conflicts with scheduled call-ups for two week or less.
6. Where there are schedule conflicts, absences, or other issues, the student, faculty member and the Office of the Registrar should work together to achieve the most optimal solution.

Procedures

1. Military call-up papers must be provided to the Veteran Affairs and Athletics Certifying Official in the Office of the Registrar prior to call-up. A copy of these orders will be provided to the Associate Dean in the school/college in which the student is enrolled.
2. As soon as a student receives call-up orders it is the student's responsibility to review the syllabus to determine if any class time will be missed. The student must then negotiate with the faculty member an appropriate course of action to make up any missed work, which could include tests, quizzes and other work. It also may be appropriate to assign an incomplete "I" grade, pending the timing and missed deadlines.
3. When conflicts exist, the faculty member will seek to provide a reasonable resolution. Such a solution should neither penalize the military student nor unfairly advantage the student relative to other students. In the case of missed quizzes or exams, a faculty member may request to have the quiz or exam administered and proctored by disability services.
4. If the call-up orders are given during the add/drop period, it is up to the judgment of the faculty member, depending on the number of projected missed classes, if the student should enroll in another course where fewer scheduling conflicts would occur. It is expected that the faculty member and the student make a sincere effort to resolve conflicts concerning coursework and class expectations. This is especially the case if this course is required for graduation.
5. If an active military student is advised to select another course, the student may ask for assistance from the Veteran Affairs and Athletics Certifying Official in the Office of the Registrar to seek out an alternative a course that will incur fewer conflicts.
6. In the event that there is a conflict between missed class dates and core academic activities, which cannot be avoided or resolved, the student shall immediately contact the

Veteran Affairs and Athletics Certifying Official in the Office of the Registrar for further guidance, and to seek processing of the *Military Leave of Absence* form.

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