

**Policy on Grading and Charges for
Students Called Into Military Service**

Students who, during the course of an academic term, are called into active military service, including National Guard and Reserve active duty, and are not in attendance at the end of the term, will be considered to be a case of extreme hardship. These students will receive course, residence, and refund credits as follows:

- A. Departure during the first three weeks of class.
 1. Grading and Credit Procedures:
 - No course credit, no grades.
 - A notation will be placed on transcript.
 2. Procedure for University Charges:
 - Full credit of tuition and fees and prorated credit of room and board.
- B. Departure after the third week through the twelfth week.
 1. Grading and Credit Procedures:
 - A "W" grade designation for all courses will appear on the student's academic transcript. However, the student will receive no course credit.
 - A notation will be placed on transcript.
 2. Procedure for University Charges:
 - Tuition and fees will be credited; room and board will be prorated. Students receiving financial aid will have tuition and room and board applied first to the programs from which funds were awarded. Students receiving financial aid in excess of direct costs; i.e., early October/late February refund checks, MAY be required to repay a percentage of the financial aid refund. The amount of repayment will depend upon the length of time the student was enrolled and the amount of financial aid received.
- C. Departure after the twelfth week through the end of the semester.
 1. Grading and Credit Procedures:
 - Students will be given a choice of all "W's" or all "IN's" for all courses in progress at the time of departure. If the student does not make a decision, all "IN's" will be recorded on the transcript. Upon being readmitted for continuing studies, the student may choose to change all "IN" grades to all "W" grades or to continue the "IN" grade for completion within the first eleven weeks of the next major semester attended. At the option of the professor and with the consent of the student, a final grade may be awarded during the last three weeks of the semester.
 - a. Students who choose all "W's" (Withdrawals).
 - A "W" grade designation for all courses will appear on the student's academic transcript. However, the student will receive no course credit. A notation will be placed on the transcript.
 - b. Students who choose all "IN's" (Incompletes)
 - An "IN" grade designation for all courses will appear on the student's academic transcript. Students will receive a term in residence.
 - c. Students who choose all grades or a combination of grades and "IN's" (Incompletes).
 - An "IN" grade designation or a letter grade designation (A, B, C, D, F, S, etc.) for all courses will appear on the student's academic transcript. Students will receive a term in residence.
 2. Procedures for University Charges:
 - a. Students who choose all "W's" (Withdrawals).
 - Tuition and fees will be credited.

University room and board will be prorated. Students receiving financial aid will have tuition and room and board applied first to the programs from which funds were awarded. Students receiving financial aid in excess of direct costs MAY be required to repay a percentage of the financial aid refund. The amount of repayment will depend upon the length of time the student was enrolled and the amount of financial aid received.

- b. Students who choose all "IN's" (Incompletes).
Tuition and fees will not be credited; room and board will be prorated.
- c. Students who choose grades or a combination of grades/incompletes. Tuition and fees will not be credited; room and board will be prorated.
3. Percentage of attendance during the term will be based on the calendar period which includes the first day of classes through the last day for final exams.
4. Students who are involuntarily called to active service will be accommodated by the Financial Assistance Office regarding satisfactory progress standards within an academic year.
5. The University Bookstore will issue refunds for all books depending upon the physical condition of the books when returned.
6. Students who are called to active service during the term will have the opportunity to appeal any academic or financial action taken by the University. Appeals may be filed before being called to active duty, or if this is not possible, within six months after the conclusion of active duty.
7. Other situations will be handled on a case by case basis.

Short Term Military Leave

Students who are members of the Guard, Reserve, or active United States Military, who are called to active or inactive duty (i.e. drill, annual training, Additional Flight Training Periods, Active Duty for Special Work, Readiness Management Assembly, Title 32, etc.) will be allowed a reasonable time to make up work lost, or for excused absences of no longer than three weeks after the term has started.

Student must present proof of training schedule, official orders, or letter from member's unit to the Registrar's Office, 11 Swords Hall.

The Registrar's Office will notify faculty of the legitimacy of these absences. There should be no penalty regarding academic or attendance issues. Faculty should allow students to make up any missed work without penalty to their grade.

Student Procedure for Withdrawal of Activated Military

Initials

- ___ 1. Obtain a copy of "Policy on Military Service," "Procedure for Withdrawal of Activated Military" and a Withdrawal Form from the Office of the Registrar
- ___ 2. Complete page one of withdrawal form, be sure accurate address is listed.
- ___ 3. Provide a copy of federal activation papers to the Office of the Registrar.
- ___ 4. If student has student loans, take federal activation paper and see a Direct Loan officer in 100 Swords Hall.
- ___ 5. If student is living in a residence hall, turns in keys to Housing.
- ___ 6. Student takes textbooks to Bookstore for any refund.
- ___ 7. If the student determines he/she wants to withdraw from courses, the student makes the request with the Office of the Registrar. If the student wants to take a grade of Incomplete the student must make arrangements with the instructor of each class for which an Incomplete is taken.
- ___ 8. See Controller's Office as per University Policy.
- ___ 9. Notify the Office of the Registrar if pre-registered for the next semester.
- ___ 10. Any student recalled for military duty by another country is treated as a regular withdrawal.
 - a) Undergraduate student drops current classes by completing a withdrawal form and submitting it to the Office of the Registrar.
 - b) Provide the Office of the Registrar with a copy of the activation papers.
 - c) Student proceeds with steps 1 – 6, and 8 – 10. All courses are noted with "W". There is not an option of a grade of Incomplete.
 - d) Any pre-registration will be canceled.
 - e) Notify International Student Support Specialist of the withdrawal.

If you need additional assistance, contact the Office of Student Support Services located in Sisson Hall 101. Wellness & Counseling services are available to discuss any personal problems.