

Subject: Military Deployment
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MILITARY DEPLOYMENT

This policy addresses situations in which currently enrolled students in the National Guard or Armed Forces Reserves are placed on active duty by order of the President of the United States or the Governor of their state during a national or state emergency. This policy also applies to active duty military personnel who are reassigned during a time of national emergency, as declared by the President of the United States.

For purposes of this policy the President of the University may also invoke the provisions of this policy. The general University policy for students serving in the National Guard or Reserves who are called to active military duty or active duty military personnel who are reassigned during a time of national emergency during an academic term is to provide a full withdrawal from the University without academic or financial penalty (grade of "W", 100% refund) and to suspend the normal policy of converting grades of incomplete to grades of "F" after twelve months. This policy will apply only to courses in which the student is enrolled at the time that he or she is called to active duty.

PROCEDURE

All students requesting special consideration regarding their call to active military duty or reassignment of duty must provide full written verification through the submission of their orders or alert notice. This notice must be submitted to the Vice Chancellor for Student Development along with a statement requesting relief from academic or financial penalty. Students intending to withdraw from all courses and secure a grade of "W" should be referred to the Vice Chancellor for Student Development. This step is essential to receiving special consideration in accordance with this policy. Students enrolled in one or more courses who do not wish to withdraw from all courses, but wish to negotiate with their instructors for a combination of grades, incompletes, and/or "W"'s, should likewise be referred to the Vice Chancellor for Student Development. "WF"'s shall not be assigned to students called to active military duty. After the Vice Chancellor documents an individual's military call-up status in writing, the student will be informed of his or her options and given a statement verifying his or her status, which should be presented to the Executive Vice Chancellor for Academic Affairs. A copy of the statement and all supporting documentation should also be sent to the Registrar. Students opting for "W" grades may secure from the Registrar an Extenuating Circumstances form (Request for Assignment of "W" Grade for Extenuating Circumstances after Penalty Date, AS122A). The completed Extenuating Circumstances form should be returned to the Executive Vice Chancellor for Academic Affairs for final approval and then forwarded to the Registrar's office. The student will be issued a complete refund for each course for which a grade of "W" is received. Except

for withdrawals, it will be up to each instructor to assign a letter grade or an incomplete ("I") consistent with applicable departmental, college and University policies. If an incomplete grade is assigned, an Assignment of Incomplete Grade form (AS-5) must be completed.

Special care should be exercised by the student and the instructor to state clearly and specifically the "Conditions for Make-Up" at the bottom of this form. This specificity will protect the instructor and the student from miscommunication and will serve as a contract for the completion of the course. The normal policy of converting grades of "I" to grades of "F" after twelve months is suspended for students in this category. The student may complete the work for up to twelve months after release from active duty or return from active duty reassignment. Copies of military orders must be provided to the Registrar before the extension will be granted. The Registrar will monitor the application of this policy suspension. If an undergraduate student fully withdraws and remains absent for more than one major (16 week) semester, the student must apply for readmission with waiver of any application fee and will be given every consideration for readmission in the same academic status as at the time of the withdrawal. Students seeking readmission should refer to the procedures for "Readmission of Former Students" as stated in the Undergraduate Studies Bulletin. Students who present unique problems not covered by this policy should contact the Vice Chancellor for Student Development.