

Guidance for Assisting Students Deployed for Military Service (edited 02/08/21)

IGP 95 (Student Withdrawal for Military Service) guides our assistance for students who are deployed for military service. In accordance with this IGP, our guidance is dependent on the week of the semester during which the student is deployed.

Week 1 – Week 4

IGP 95 states, *“If withdrawal is during the first four full weeks of the term, no course credit shall be awarded, no grades shall be granted, and the term shall not be counted as a term of residence.”*

What does this mean?

1. If the student wishes to withdraw completely, they may do so and receive a full refund of tuition and fees.
2. If the student does not wish to withdraw completely, they may contact their professors and ask if it would be possible/reasonable for them to remain enrolled in their classes. **Each professor has the authority to decide whether such a request is possible/reasonable for their class.**
 - It is understandable that timeliness is critical when students are facing deployment. If timely responses are not received, academic advisors or the Office of the Vice President for Student Affairs can assist with outreach to faculty members.
3. When making enrollment decisions, students are strongly advised to contact:
 - their academic advisor for guidance related to withdrawal/continued enrollment
 - Jenny Stout (Office of Financial Aid) for guidance related to their financial aid package and veteran benefits
4. Special considerations when making enrollment decisions:
 - If the student is in the Pine Honors College, they are advised to contact Honors, in addition to their academic advisor, regarding withdrawal/continued enrollment.
 - If the student lives in University housing, they are advised to contact Housing and Dining Services regarding their housing contract.
 - If the student withdraws from class(es) and cannot return their textbooks in advance of their deployment, they may contact Textbook Rental Service for permission to return the books upon the completion of their deployment without fines. (If a friend or family member is able to return the books on behalf of the student, that is preferable so that the books are ready for distribution to others.)
5. Ultimately, a student may decide to remain enrolled in no classes, some classes, or all classes. If the student’s decision involves withdrawing from one or more classes, they should contact the Office of the Registrar for assistance.

Week 5 – Week 13

IGP 95 states, *“If withdrawal is after the first four weeks of the term and before the last two weeks of the term, students may:*

- a) *“Withdraw” from the University and receive a refund of tuition and fees, including the insurance fee, unless a claim has been filed. Room and board charges, if applicable, shall be pro-rated for actual use, or*
- b) *receive “Incompletes” in all coursework and no refund.*

What does this mean?

1. A student’s options are very similar to their options during Weeks 1-4. **The difference is that, effective Week 5, faculty members must allow a student to remain enrolled in a class, if the student wishes to remain enrolled.** If it is possible and mutually agreeable for the student to work remotely, they may do so and may complete the class within the regularly scheduled timeframe. If it is not possible or

mutually agreeable for the student to work remotely, then an “Incomplete” must be awarded. The student and the faculty member would follow the traditional guidelines outlined by the Office of the Registrar for completion of an “Incomplete.”

2. When making enrollment decisions, students are strongly encouraged to follow Steps 3-4 above (contact academic advisor, Office of Financial Aid, Honors College, Housing, and Textbook Rental Service).
3. Ultimately, a student may decide to remain enrolled in no classes, some classes, or all classes. If the student’s decision involves withdrawing from one or more classes, they should contact the Office of the Registrar for assistance.

Week 14 – Week 16

IGP 95 states, *“If withdrawal is during the last three full weeks of the term, including the week of final examination, full course credit shall be awarded, grades attained at the time of withdrawal shall be granted, and the term shall count as a term of residence.*

What does this mean?

1. Within this timeframe, students must inform their faculty members of their deployment. When faculty members award grades, they will award the grades that the student was earning at the time of withdrawal.
2. To facilitate services, students should also notify the following of their deployment: academic advisor, Jenny Stout (Office of Financial Aid), Honors College (if applicable), Housing (if applicable), and Textbook Rental Service.

Special consideration for students enrolled in their final semester before graduation...

IGP 95 states, *“Students who have met all requirements for graduation as determined by the college certification officer, except those that would be fulfilled by completing the courses enrolled at the time of withdrawal for military activation shall receive full credit for those courses and may be recommended for graduation provided:*

- a) *the faculty member is consulted to ensure that the student should be recommended for graduation, and the student decides that he/she wishes to be certified for graduation at the time of withdrawal,*
- b) *they have completed the seventh week of that semester, and*
- c) *they are earning a grade of C or better in each and every course needed to satisfy the graduation requirements.*

What does this mean?

1. Students who meet these criteria should communicate with their academic advisor, who can then facilitate communication with faculty members, the appropriate department chair, and the appropriate certifying officer.
2. When this section of IGP 95 is utilized, the Office of the Vice President for Academic Affairs should also be notified.

Contacts for additional assistance:

Jenny Sipes – Special Assistant to the Vice President for Student Affairs	581-3221
Jenny Stout – Associate Director of Financial Aid (Specialty: Veteran Benefits)	581-7510
Tyler Phelps – Director, Academic Advising Center	581-2313
Tanya Willard – Director, Military Student Assistance Center	581-7888
Brad Bennington – Registrar	581-3511
Christina Coffey – Textbook Rental Service	581-3626
Lindsay Partlow/Lindsey Hunter – Housing and Dining Services	581-3923