

STUDENT WITHDRAWAL FOR MILITARY SERVICE

Students who, during the course of an academic term enter active military service including National Guard and Reserve active duty and are not in attendance at the end of the term, will receive course and residence credit as follows:

1. 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 in residence.
2. 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 (except health insurance). Room and board charges, if applicable, shall be pro-rated for actual use, or
  - b) receive "Incompletes" in all coursework and no refund.
3. If withdrawal is during the last three full weeks of the term, 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.
4. Students who have met all requirements for graduation, except those that would be fulfilled by completing the courses enrolled in at time of withdrawal for military activation shall receive full credit for those courses and may be recommended for graduation provided:
  - a) they have completed the seventh week of that semester, and
  - b) they are earning a grade of C or better in each and every course needed to satisfy the graduation requirements
  - c) the faculty member, department chair, college certification officer, and student shall determine this.

Students enlisted in the National Guard or the Military Reserves are to be allowed a reasonable time to make up academic work lost while participating in required training.

Approved:  
President  
July 9, 2003

Monitor: Vice President for Academic Affairs