

## Military Excused Absence & Leave Policy Benchmarking

### Summary

A review of 17 ABOR peer and similar institutions reveals that 13/17 institutions extend excused absences and leave/withdrawal for military students called to active duty. Of these 13 institutions, 11 have separate Absence and/or Leave policies specifically as they pertain to military students.

Only two institutions, ASU and University of Minnesota, extend these policies to students who are the spouse of a military member. NAU is required by Senate Bill to recognize spouses in these policies but has not updated their policy text.

Four institutions do not provide policy on military excused absence/leave in their catalogs.

### Where is the military exception stated?

<b>Military Exception Noted Both in General and Separate Policy</b>	<b>Military Exception Only Noted in General Policy</b>	<b>Military Exception Only Noted in Separate/Specific Policy</b>	<b>Military Exception not Found in General or Separate Policy</b>
<ul style="list-style-type: none"><li>• ASU</li><li>• NAU</li><li>• University of Iowa</li><li>• University of Maryland</li><li>• Pennsylvania State University</li><li>• University of Texas - Austin</li></ul>	<ul style="list-style-type: none"><li>• University of Florida</li><li>• Texas A&amp;M University</li></ul>	<ul style="list-style-type: none"><li>• University of Illinois</li><li>• Michigan State University</li><li>• University of Minnesota</li><li>• Ohio State University</li><li>• University of Wisconsin</li></ul>	<ul style="list-style-type: none"><li>• UC Davis</li><li>• UCLA</li><li>• University of North Carolina</li><li>• University of Washington</li></ul>

### Which institutions address military excused absence and military leave?

<b>Military Excused Absence and Leave/Withdrawal</b>	<b>Military Excused Absence Only</b>	<b>Military Leave/Withdrawal Only</b>	<b>Neither Military Excused Absence nor Leave/Withdrawal</b>
<ul style="list-style-type: none"><li>• ASU</li><li>• University of Maryland</li><li>• Michigan State University</li><li>• University of Minnesota</li><li>• Pennsylvania State University</li><li>• University of Texas - Austin</li></ul>	<ul style="list-style-type: none"><li>• NAU</li><li>• University of Florida</li><li>• University of Illinois</li><li>• University of Iowa</li><li>• Texas A&amp;M University</li></ul>	<ul style="list-style-type: none"><li>• Ohio State University</li><li>• University of Wisconsin</li></ul>	<ul style="list-style-type: none"><li>• UC Davis</li><li>• UCLA</li><li>• University of North Carolina</li><li>• University of Washington</li></ul>

## Full Policy Texts:

### University of Arizona

<https://catalog.arizona.edu/policy/military-excused-absence>

#### Military Excused Absence Policy - CURRENT

NOTE: This policy also applies to students whose spouse is a member of the United States Armed Forces including the National Guard, Reserves or Active Duty, in alignment with Title 26, chapter 1, article 3, Arizona Revised Statutes, approved by the Governor of the State of Arizona March 23, 2022.

Enrolled students who are members of the United States Armed Forces including the National Guard, Reserves or Active Duty who are unable to attend class for less than 30 days within the term due to a military obligation will be afforded the opportunity to complete class requirements.

- The student is responsible for notifying their instructor within 10 days of receipt of orders and prior to missing classes, exams or assignments.
- The instructor will provide the qualifying student with opportunities to complete class requirements with reasonable due dates accounting for the excused absence.
  - The instructor may request review by the Dean of Students or designee of the student's military orders to determine their validity and to consult on recommended reasonable due dates.
  - If the student and instructor are unable to come to a mutually satisfactory agreement concerning revised due dates, the Dean of Students or designee will work with the faculty member to make a final determination of adjusted due dates.
- Coursework that was to be completed during the absence will not incur a reduced grade penalty when submitted by the agreed upon deadline.
- The instructor may award an Incomplete (I) Grade if the excused absence is near the end of the class and the student has completed all but a small portion of the coursework in accordance with the Incomplete Grade policy.

### University of Arizona

#### Military Excused Absence – PROPOSED in progress

NOTE: This policy was revised 00/00/2022 to additionally apply to students who are spouses of members of the United States Armed Forces.

Enrolled students who are members of the United States Armed Forces (including the National Guard, Reserves or Active Duty) or spouses of members of the United States Armed Forces, who are unable to attend class for less than 30 days within the term due to a military obligation, will be afforded the opportunity to complete class requirements.

- If the dates of the military obligation are known in advance, the student is responsible for notifying their instructor within 10 days of receipt of orders and prior to missing classes, assignments, or examinations. If the dates are not known in advance, the student is responsible for notifying their instructor as soon as practicable after the missed classes, assignments, or examinations.
- The instructor will provide the qualifying student with opportunities to complete class requirements with reasonable due dates accounting for the excused absence.
  - The instructor may request review of the military orders by the Dean of Students or designee to determine their validity and to consult on recommended reasonable due dates.
  - If the student and instructor are unable to come to a mutually satisfactory agreement concerning revised due dates, the Dean of Students or designee will work with the faculty member to make a final determination of adjusted due dates.
- Coursework that was to be completed during the absence will not incur a reduced grade penalty when submitted by the agreed upon deadline.
- The instructor may award an Incomplete (I) Grade if the excused absence is near the end of the class and the student has completed all but a small portion of the coursework in accordance with the Incomplete Grade policy.

For information on active duty status lasting longer than 30 days, please see the [Military Leave of Absence](#).

University of Arizona

<https://catalog.arizona.edu/policy/undergraduate-leaves-absence>

Military Leave of Absence – CURRENT

NOTE: This policy also applies to students whose spouse is a member of the United States Armed Forces including the National Guard, Reserves or Active Duty, in alignment with Title 26, chapter 1, article 3, Arizona Revised Statutes, approved by the Governor of the State of Arizona March 23, 2022.

The University of Arizona supports students who are members of the United States armed forces and reserve units. An undergraduate or graduate student who is a member of the U.S. military, National Guard or other armed forces reserve unit who is called or ordered to active duty elsewhere may be granted a Military Leave of Absence (MLOA) from the University for the period of active duty and up to one year after returning from active duty. Students with the MLOA need not apply for readmission or pay readmission fees. MLOA allows those students to preregister for classes during their priority registration period prior to the term when they plan to return to campus.

The MLOA application is available online from the Registrar's Office(link is external) forms site. The completed application, to be submitted to the Registration & Transcripts Office in Administration 210 prior to the student's departure from the University, must be accompanied by a copy of the military orders indicating the date on which the student must report for active

duty elsewhere. When students are called to active duty after classes begin, they should withdraw from all of their classes by submitting a Complete Withdrawal, in addition to filing the MLOA for subsequent terms. If students receive financial aid and/or live in a University of Arizona residence hall, they are responsible for contacting the Office of Student Financial Aid([link is external](#)) and/or Office of Residence Life([link is external](#)).

For assistance with the MLOA form, students should contact their college dean's office.

#### University of Arizona

#### Military Leave of Absence (MLOA) – PROPOSED in progress

NOTE: This policy was revised 00/00/2222 to additionally apply to students who are spouses of members of the United States Armed Forces.

The University of Arizona supports students who are members of the United States Armed Forces (including the National Guard, Reserves or Active Duty) as well as students who are spouses of members of the United States Armed Forces. A student who is a member (or the spouse of a member) of the U.S. Armed Forces who is called or ordered to active duty elsewhere may be granted a Military Leave of Absence (MLOA) from the University for the period of active duty and up to one year after returning from active duty. Students with the MLOA need not apply or pay for readmission MLOA allows students to register for classes during their priority registration period prior to the term when they plan to return to campus.

The point of the MLOA is to ensure that the student remains “active” while completing military obligations. The MLOA should be filed as soon as the student (or student’s spouse) receives active duty order or prior to the first date of the semester the student will be absent.

The MLOA application is available online from the [Registrar’s Office\(link is external\)](#) website. The completed application, to be submitted to the Office of the Registrar, must be accompanied by a copy of the military orders indicating the date on which the student or the student’s spouse must report for active duty elsewhere.

When students or their spouses are called to active duty after classes begin, they may withdraw from all of their classes by submitting a Complete Withdrawal, in addition to filing the MLOA for subsequent terms. If students receive financial aid and/or live in a University of Arizona residence hall, they are responsible for contacting the [Office of Student Financial Aid\(link is external\)](#) and/or [Office of Residence Life\(link is external\)](#).

For assistance with the MLOA form, students should contact the Office of the Registrar.

For information on short-term active duty status, please see the [Military Excused Absence Policy](#).

## Arizona State University

<https://www.asu.edu/aad/manuals/ssm/ssm201-18.html>

### Accommodating Active Duty Military

#### Purpose

To provide students who are members of the National Guard, the Reserves, or other branch of the U.S. Armed Forces opportunities to make-up examinations and other graded in-class work when they miss class or final exams for situations arising from line-of-duty activities or where students are unable to complete classes because of activation for military duty, or where students are unable to complete classes because their spouse has been activated for military duty and the student is the legal guardian of minor children.

#### Policy

##### 1. Line-of-duty missed assignment make-up policy (incomplete or withdrawal not required)

Students who serve as active duty or reserve military personnel who miss classes, graded assignments, or examinations because of required work performed in the line-of-duty, and this absence does not require the use of the activation for military duty withdrawal policy, shall be given opportunities to make-up examinations and other graded work. However, absence from class or examinations due to line-of-duty activities does not relieve students from responsibility for any part of the course work required during the period of the absence. In addition, because of the potential for a dramatic increase in family-related responsibilities during a deployed spouse's absence, student spouses who are legally responsible for minor dependents should be afforded the same accommodations to make-up missed work when their spouse is deployed.

Under this policy, when there is a question as to the validity of the line-of-duty event, Pat Tillman Veteran's Center shall determine whether a particular event qualifies as a military line-of-duty activity.

In each college, a specific individual (e.g., dean's designated representative) shall be responsible for facilitating adherence to this policy. In accordance with any academic unit or college requirements, students who participate in line-of-duty activities shall be provided make-up assignments, examinations, or other graded coursework missed because of required work performed in the line-of-duty, without penalty.

Should disagreement arise over this process, the instructor and the student should contact the academic unit chair for resolution. If the disagreement is not resolved by the chair, the disagreement shall be submitted to the dean or the dean's designated representative for final determination.

If the line-of-duty activity is known in advance, the student must submit satisfactory evidence documenting the line-of-duty activity to the instructor early in the semester or as soon as possible, prior to the missed class, assignment, or examination. If the line-of-duty activity was not known in advance, the student is responsible for providing satisfactory evidence of the line-of-duty activity to the instructor as soon as possible after the missed class, assignment, or examination.

##### 2. Activation for military duty (incomplete or withdrawal required).

A student who is a member of the National Guard, Reserve, or other U.S. Armed Forces branch or is the spouse, as described in the Purpose section of this policy, and is unable to complete classes because of military activation, may request complete withdrawal or course withdrawals, incompletes, or grades, depending on the timing of the activation and the individual student's needs. Absences resulting from military activation will not adversely affect a student's catalog year.

To receive consideration under the military activation policy, a student should complete a Military Activation Form and return the completed form, along with a copy of the military activation order, to the Pat Tillman Veterans Center. The Pat Tillman Veterans Center staff will coordinate the processing of the form for the student, including verification of orders, counseling on available options, referrals to academic departments, referrals or notification to offices regarding potential refunds, and initiation of processing administrative withdrawals or incomplete grades.

## Activation for Military Duty Incomplete and/or Withdrawal Procedure

Responsibility	Action
Student	<ol style="list-style-type: none"> <li>1. Notify the Pat Tillman Veterans Center about activation for military duty and obtain the Military Activation Form.</li> <li>2. Complete the form, attach a copy of the military orders regarding activation, and submit to Pat Tillman Veterans Center.</li> </ol>
Pat Tillman Veterans Center	<ol style="list-style-type: none"> <li>3. Review the form and verify the military orders.</li> <li>4. Review the available academic record options with the student and refer the student to the academic department for assistance, if needed, to facilitate the following procedure:               <ol style="list-style-type: none"> <li>a. a letter grade submitted by instructor (if the instructor believes it is warranted for classes near completion); if this is not possible,</li> <li>b. an incomplete issued with arrangements for completing the final coursework and earning a final grade; if this is not possible, then</li> <li>c. it will be referred to academic advising with a recommendation of military activation withdrawal (if military related.)</li> </ol> </li> <li>5. Notify University Registrar Services if the student selects withdrawal options. Advise student to consult with individual instructors regarding the options of receiving a letter grade or incomplete.</li> <li>6. Review financial obligations identified by a student seeking withdrawal from classes and (if time permits) refer the student to the appropriate business offices (e.g., Financial Aid and Scholarship Services, Student Housing, Parking Services, ASU Bookstore, Campus Health Service) to discuss refund eligibility or notify offices of potential refund on the student's behalf.</li> </ol>
University Registrar Services	<ol style="list-style-type: none"> <li>7. Process the student's withdrawal and indicate on the student's PSS record that military activation occurred for the relevant semester(s) to preserve the student's catalog year.</li> <li>8. Notify the appropriate Student Business Services staff about a possible refund resulting from withdrawals.</li> </ol>
Student Business Services	<ol style="list-style-type: none"> <li>9. Determine and initiate an appropriate refund of tuition and fees paid by the student.            *Note: Although complete withdrawal may result in a 100 percent refund, partial withdrawal may not generate a tuition refund if the remaining hours are 7 or more for resident students or 12 or more for nonresident students.</li> </ol>
Other business offices	<ol style="list-style-type: none"> <li>10. After notification from the Pat Tillman Veterans Center, determine and initiate appropriate refunds if the student requested withdrawal from classes.</li> </ol>

Arizona State University

<https://students.asu.edu/leave-absence>

### Leave of Absence (Undergraduate)

The Undergraduate Leave of Absence (LOA) policy assists and encourages undergraduate degree-seeking students to return and graduate after an absence **due to military deployment**, service on an official church mission or with a foreign aid service of the Federal government, or a permanent disability. If your absence is for any other reason, you may be eligible to return to ASU through Quick Re-entry, which permits undergraduate students to enroll without submitting a new application or application fee if they previously attended ASU but have not enrolled at ASU for up to seven consecutive fall or spring semesters.

#### Eligibility Requirements

To be eligible for an Undergraduate LOA, students must be eligible to register for classes and meet the following criteria:

1. Be a degree-seeking undergraduate student.
2. Be registered during the semester immediately prior to the beginning of the LOA.
  - a. Students who were admitted as new first semester freshmen or transfer students but did not attend will not be eligible for an LOA. Instead, they should contact the Undergraduate Admissions office.
  - b. Students who were readmitted but did not attend will not be eligible for an LOA. Instead, they should contact the Undergraduate Admissions office.
  - c. Students who are participating in an ASU-sponsored study abroad program need not apply for an LOA.
3. Be in academic good standing, warning, probation, or continuing probation with their college.
4. Have no hold (e.g., disciplinary, financial, testing, etc.) which would restrict registration. Note: Students with financial holds may be given consideration for an LOA if authorized by the Collections Office.
5. Have submitted any outstanding high school and/or transfer transcripts, if prior admission/readmission and continued enrollment was contingent upon receipt of those transcripts.

### Northern Arizona University

<https://in.nau.edu/veteran-and-military-services/military-institutional-excuse/>

#### NAU Military Institutional Excuse policy

A military institutional excuse is granted to a student to participate in military events/drills based on official military orders. This also covers medical appointments with the Department of Veterans Affairs, including treatment and referrals to non-VA facilities.

Please submit your request at least 10 days in advance of leave to allow time for processing. The military excuse is first validated through appropriate documentation by the Director of Veteran and Military Services with final approval by the Dean of Students. Class Instructors are required

to honor the military institutional excuse. To honor this excused absence means to permit the student to complete in advance or to make up after the absence (at the discretion of the instructor) academic assignments, quizzes and examinations missed during the time covered by the military excuse when the student was not in attendance.

There is no penalty for classes missed attendance points deducted with an approved military institutional excuse. Students are responsible for notifying class instructors and giving them a copy of the approved military excuse form at least 5 working days (or one class period if the class meets less frequently than every five days) prior to start of the time period it covers.

Class instructors are not required to honor military excuses presented to them less than the stipulated time period stated in the previous sentence. Given the challenges that students face in gathering appropriate documentation from their Commanding Officer, the student will have two business days upon their return from drill or other military orders to provide the appropriate supporting documentation. If the documentation is not provided within the two business day timeframe, the military institutional excuse request will be rescinded and class instructors will be notified by Veteran and Military Services.

#### Military Institutional Excuse Form

Please Read the following carefully:

Students: Please check with your instructors before you submit this form, as they are often willing to work with you to accommodate your military-affiliated requests.

Please know that if you do receive a Military Institutional Excuse, you are responsible for notifying class instructors and giving them a copy of the approved Military Excuse Form at least 5 working days prior to your scheduled departure.

If you are not within this time frame, do not fill out the form, instead, you must contact the Veteran Success Center directly at 928.523.VETS (8387).

Northern Arizona University

<https://nau.edu/wp-content/uploads/sites/26/Student-Institutional-Excuses.pdf>

Student Institutional Excuses

#### A. General

1. Authorized administrative units or officials may, upon application, grant a Student Institutional Excuse to qualified students who will participate as a representative of the University in academic (including research), extra- or co-curricular, or athletic activities, or for military service. Qualified students seeking to obtain a Student Institutional Excuse may visit the institutional excuse website to apply.
2. As must be stated in the class syllabus, when class attendance or participation in other required academic activities is required and/or constitutes part of the course's evaluation or learning assessment, instructors must provide appropriate allowance for approved Student Institutional Excuses. This includes as necessary providing special



arrangements to accommodate such student absences. Student Institutional Excuses do not relieve students of the responsibility to meet their academic responsibilities.

#### B. Student Institutional Excuse Categories

1. Academic. Approved by the dean (or designee) of the relevant academic college, the academic Student Institutional Excuse may be issued to students who participate in i) curriculum-based, scheduled course activity outside of a normal class meeting time; or ii) academically-oriented or post-graduation career activity (e.g., conferences, research presentations, graduate school interviews, job interviews related to earned degrees, etc.).
2. Athletic. Approved by the Vice Provost for Academic Affairs (or designee), the Athletic Student Institutional Excuse may be issued to students who participate in athletic events sanctioned by the National Collegiate Athletic Association ("NCAA").
3. Extra- or Co-Curricular. Approved by the Dean of Students (or designee), the extra- or co-curricular Student Institutional Excuse may be issued to students who participate in sanctioned extracurricular or co-curricular events sponsored by student clubs and organizations.
4. Military. Approved by the Dean of Students (or designee) in consultation with the Director of Veteran and Military Services, the military Student Institutional Excuse is issued to students who must respond to official U.S. Department of Defense service orders (e.g., Reserve Component and National Guard military students who must meet temporary duty requirements). Military Student Institutional Excuses are also available so that military students may obtain U.S. Department of Veterans Affairs ("VA") medical treatment and related non-VA referrals.

#### C. Student and Student Athlete Responsibilities

1. Students are responsible for applying for, obtaining, and confirming with their instructor their relevant Student Institutional Excuses in a timely manner as outlined in this policy. Students must notify their affected instructors and present a copy of their approved Student Institutional Excuse forms no later than five (5) business days (or one class period when the class meets less frequently than every five (5) business days) prior to any anticipated absence.
2. In addition to the requirements outlined in Section C(1) above, at the beginning of each semester or term, the University encourages every student athlete to provide each of their instructors a schedule of all athletic events in which they are required to participate as a member of one of the University's NCAA-sanctioned athletic teams.

#### D. Instructor Responsibilities

1. As outlined in Section A(2), all instructors must honor valid Student Institutional Excuses granted by the University. The options for doing so include permitting excused students to complete in advance or to make up afterward all assignments, tests, quizzes,

examinations, or any other evaluation-reliant coursework or class activity missed during an excused absence.

2. Instructors shall not honor invalid or unofficial Student Institutional Excuses or valid Student Institutional Excuses provided less than five (5) business days prior to the start of the Student Institutional Excuse time period, provided however, that instructors may grant an exception to this five-day rule when extraordinary circumstances are present that, in the instructor's professional judgement, justify the exception.

#### E. Approver Responsibilities

All academic or administrative officials who review Student Institutional Excuse requests, including academic college deans, the Dean of Students, and Vice Provost of Academic Affairs, are responsible for ensuring that all such requests comport with appropriate criteria before approval is granted. With the exceptions of student athletes and military students, excessive absences (as determined by the approving official in consultation with the instructor and student) are to be avoided when they pose a substantial risk to the student's academic standing in the class. Accordingly, approving officials should confer with the student and instructor before approving or denying multiple Student Institutional Excuse requests that impact the same course.

#### F. Enforcement and Compliance

Falsifying or otherwise submitting a Student Institutional Excuse application or approving a Student Institutional Excuse in bad faith is subject to corrective disciplinary action up to and including expulsion in accordance with the University's applicable conduct policies and procedures. The Vice Provost for Academic Affairs is primarily responsible for working to ensure compliance with this policy.

#### RESPONSIBILITIES

Approvers: work to ensure that all Student Institutional Excuse requests and approvals comport with applicable policy and criteria; refer instances of invalid or false requests to the Office of the Dean of Students.

Dean of Students: approves Extra- and Co-Curricular Student Institutional Excuses; approves Military Student Institutional Excuses in collaboration with the Director of Veteran and Military Services.

Director, Veteran and Military Services: Collaborates with the Dean of Students to approve Military Student Institutional Excuse requests.

Instructors: honor valid Student Institutional Excuses by excusing students from scheduled course activities and providing alternative arrangements as described in this policy.

Lumberjack Athletics: collaborates with the Vice Provost for Academic Affairs to administer Athletic Student Institutional Excuses.

Students: obtain valid Student Institutional Excuses and confirm their absences and make-up work with their instructors in a timely fashion as outlined in this policy.

Student Athletes: provide their instructors with a schedule of the athletic events in which they are required to participate as a member of one of the University's NCAA-sanctioned athletic teams; confirm their absences and make-up work with their instructors in a timely fashion as outlined in this policy.

Vice Provost for Academic Affairs: implements and administers this policy; approves Athletic Student Institutional Excuses in collaboration with Lumberjack Athletics; works to ensure that all Student Institutional Excuses granted comport with applicable criteria and policy.

## **UC Davis**

Unable to Locate Policy

## **UCLA**

Unable to locate relevant policy

<https://admission.ucla.edu/apply/veterans>

Deferring Enrollment to a Later Term Due to Military Duty

Students who are admitted to UCLA are not usually permitted to defer their enrollment to a later term. However, if you've been accepted but have been called to active military duty, you will be allowed to defer your admission. Please notify us immediately upon receipt of your orders so that we can make appropriate arrangements. For information about the refund of registration fees, call the Registrar's office at (310) 825-1091 (enter option 6 from the main menu).

When you return, contact our office within four weeks of completion of your tour of active duty so that we can facilitate your entry into UCLA.

## **University of Florida**

<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/#absencestext>

Absences

Students may only participate in classes if they are registered officially or approved to audit with evidence of having paid audit fees. The Office of the University Registrar provides official class rolls to instructors.

Students are responsible for satisfying all academic objectives as defined by the instructor. Absences count from the first-class meeting.

Acceptable reasons for absence from or failure to engage in class include illness; Title IX-related situations; serious accidents or emergencies affecting the student, their roommates, or their family; special curricular requirements (e.g., judging trips, field trips, professional conferences); military obligation; severe weather conditions that prevent class participation; religious holidays; participation in official university activities (e.g., music performances, athletic competition, debate); and court-imposed legal obligations (e.g., jury duty or subpoena). Other

reasons (e.g., a job interview or club activity) may be deemed acceptable if approved by the instructor.

For all planned absences, a student in a situation that allows an excused absence from a class, or any required class activity must inform the instructor as early as possible prior to the class. For all unplanned absences because of accidents or emergency situations, students should contact their instructor as soon as conditions permit.

Students shall be permitted a reasonable amount of time to make up the material or activities covered during absence from class or inability to engage in class activities because of the reasons outlined above.

If a student does not participate in at least one of the first two class meetings of a course or laboratory in which they are registered, and they have not contacted the department to indicate their intent, the student can be dropped from the course. Students must not assume that they will be dropped, however. The department will notify students if they have been dropped from a course or laboratory.

The university recognizes the right of the instructor to make attendance mandatory and require documentation for absences (except for religious holidays), missed work, or inability to fully engage in class. After due warning, an instructor can prohibit further attendance and subsequently assign a failing grade for excessive absences.

#### **University of Illinois – Urbana Champaign**

Unable to locate policy

#### **University of Iowa**

[https://veterans.uiowa.edu/sites/veterans.uiowa.edu/files/2020-05/Extended%20Absence%20Due%20to%20Military%20Obligations%2011.35.46%20AM\\_0.pdf](https://veterans.uiowa.edu/sites/veterans.uiowa.edu/files/2020-05/Extended%20Absence%20Due%20to%20Military%20Obligations%2011.35.46%20AM_0.pdf)

#### **Extended Absence Due to Military Obligation**

Students absent from class or class-related requirements due to U.S. veteran or U.S. military service obligations (including military service-related medical appointments, military orders, and National Guard and Reserves service obligations) shall be excused without any grading adjustment or other penalty. Instructors shall make reasonable accommodations to allow students to make up without penalty tests and assignments they missed because of veteran or military service obligations. Reasonable accommodations may include making up missed work following the service obligation; completing work in advance; completing an equivalent assignment; or waiver of the assignment without penalty. In all instances, students bear the responsibility to communicate with their instructor about such veteran or military service obligations, to meet course expectations and requirements.

University of Iowa

<https://dos.uiowa.edu/assistance/absence-information/>

## Academic Absence Information

At times, students may find themselves needing to miss courses for an extended time away (5 or more days). In such instances, a student (friend or family member when the student is physically unable to submit a request) may request an official absence notice be sent to their faculty members. Student Care & Assistance works with the Office of the Registrar to provide support during absences.

Absence situations may include: hospitalization, medical emergencies or long-term illness (including physical or mental health concerns), chronic conditions, death of a family member, natural disasters, or **military/legal obligations**. If the absence is due to testing positive for COVID-19 or needing to quarantine due to being notified as being in close contact with someone that tested positive, please refer

### What is an Absence Notice?

- An email notification from the Office of the Registrar with information about an absence to a student's faculty members and academic advisor. A copy of this message is sent to the student as well.
- A notice that an emergency situation prevents the student from contacting instructors directly at the moment and may also prevent the student from fulfilling their academic responsibilities in the interim.
- A source of information so faculty members are aware of the absence and, if known, can anticipate when to expect the student to return to class.
- A written reminder that students should work directly with instructors to determine how to obtain materials and/or complete missed course work during the absence, if approved by the faculty member or instructor.

Each faculty member and instructor has the authority to make decisions about the student's absence and how it will affect the student's participation, standing, and grades in the class. Student Care & Assistance will often work directly with faculty members to provide support and discuss options or alternatives regarding class.

### After an Absence Notice has been Sent

- Students should contact their faculty members following the absence notice to begin communicating about their plan for addressing their time away and making up any course-related items.
- In instances when an absence notice has been sent prior to contact with Student Care & Assistance, a staff member from the office will outreach to the student to offer support, provide access to additional resources to assist during their time of need, and provide options for assisting with the return to classes.
- Instructors may also contact the student directly to discuss the student's responsibility for completing missed course work as well as providing any additional information that may assist the faculty member in making determinations about the absence.

### Additional Absence Notice Considerations

- An absence notice is not appropriate for non-emergency situations, such as car issues, planned absences (such as a student organization fieldtrip), or minor illnesses that result in an absence less than 5 days.
- Notices are not sent for absences that occurred in the past. If you are seeking to provide documentation for a retroactive absence, please visit <https://registrar.uiowa.edu/absence-class> to fill out an absence form.
- An absence notification does not excuse students from course material, assignments, or exams. It is the sole discretion of each faculty member or instructor to decide what, if any, arrangement or flexibility can be provided in regard to the absence.
- An absence notice is not required by the University. Some students are able to successfully communicate on their own behalf during personal difficulties and do not need the assistance of the notice.

Absence from Class for Students that have tested positive for COVID-19 or have been notified they were a close contact

For students who have tested positive or are presumed positive for COVID-19 by a healthcare provider:

- Students are strongly encouraged to complete the university's self-report form using this link.
- Students should also:
  - Respond to questions from Johnson County Public Health regarding contact tracing
  - Inform their household contacts and close contacts as defined by the Centers for Disease Control and Prevention (CDC) (<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>).
- If you live on campus, your name and contact information will be forwarded to University Housing and Dining for follow up. Staff will call you to make appropriate living arrangements. Students who complete their self-report form by 6:00 on weekdays and 4:00 on weekends will receive a call from hall staff that night. Reports received after will be followed up the next day.
- If you live off-campus you should self-isolate until you meet CDC criteria to discontinue self-isolation

For students who have been contacted by a county health official (such as Johnson County Public Health) that they have been in close contact with someone who tested positive for COVID:

- Students are strongly encouraged to complete the university's self-report form using this link
- Students should quarantine until guidelines from the CDC are met. Quarantine includes: staying home until 14 days after your last contact, checking your temperature twice

daily, and watching for COVID-19 symptoms (<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19-Quarantine-vs-Isolation.pdf>).

- Students living on campus will quarantine in a designated area coordinated by UH&D.
- Students living off campus should quarantine in their residence

For students who have symptoms consistent with COVID-19

If you are beginning to show symptoms of COVID-19 as identified by the CDC

(<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>):

You should leave campus and remain in your assigned living space. You need to speak with a healthcare provider to determine whether or not you will need to be tested for COVID-19.

Options for this include:

- Student Health Nurseline (319-335-9704, [student-health@uiowa.edu](mailto:student-health@uiowa.edu)), or visit their website for additional information: <https://studenthealth.uiowa.edu/>.
- You may also schedule a video visit through MyChart or call the UIHC integrated call center at 319-384-8442. DO NOT walk in to QuickCare, Student Health, any UI Health Care clinic, the State Hygienic Lab, or any emergency room.

Please communicate with instructors and supervisors as you usually would for an absence due to illness (please refer to the absence policy and form for non-COVID related concerns above) until you are able to determine next steps with your medical provider. For those testing positive, please fill out the self-report form to assist in additional notifications. For those not taking the test and continuing to experience symptoms, continue to remain home as directed by your medical provider and communicate as appropriate about your absence to instructors and supervisors.

Absence from Class for Non-COVID Related concerns

If a student misses or will be missing a class for a non-COVID related concern they should contact their instructor as soon as possible regarding make-up work. A PDF icon Student Absence Form may be used to report an absence to an instructor. If the absence is in the future the student should submit the forms to their instructors as soon as they know of the upcoming absence.

If a student is currently absent for a non-COVID related concern and it will be 5 or more consecutive days before they return and the absence is due to illness (non-COVID) or other emergency, please contact the UI Service Center at (319) 384-4300 or [registrar@uiowa.edu](mailto:registrar@uiowa.edu). If the student is not able to contact the service center, the absence can be reported by someone else on the student's behalf. The service center will send an email with information on the absence to all of the student's current instructors, advisor, and the Academic Support & Retention Office. A copy of the email will also be sent to the student. It will still be the student's responsibility to contact instructors as soon as possible regarding make-up work.

If the 5 or more day absence is in the future or is not reported before the student returns to attending classes then the student is not required to contact the UI Service Center. The student

would use the PDF icon Student Absence Form form to report the future or past absence to each instructor.

### **University of Maryland**

<https://www.registrar.umd.edu/current/registration/military.html#:~:text=It%20is%20the%20intent%20of%20the%20University%20of,refund%20of%20tuition%20and%20fees%20for%20that%20semester.>

#### **Military Call-up**

It is the intent of the University of Maryland, College Park, to facilitate the withdrawal or change in registration and the reenrollment of students who are called to active military duty. If called to active duty in the U.S. armed forces, students may withdraw and receive a full refund of tuition and fees for that semester. The student (or a representative) should take a copy of the military orders to the Office of the Registrar to process withdrawal or change in registration. Detailed information about this process may be obtained from the Office of the Registrar. Withdrawal for active military service will have no effect on any subsequent request to withdraw from the University. Students may re-enroll upon completion of their tour of duty.

### **University of Maryland**

<https://academiccatalog.umd.edu/undergraduate/registration-academic-requirements-regulations/academic-records-regulations/>

#### **Absences**

Absences from courses in which in-class participation forms a significant part of the work of the course (such as lab or discussion courses) shall be handled by instructors in accordance with the general policies of their academic units.

An excused absence is an absence for which the student has the right to receive, and the instructor has the responsibility to provide, academic accommodation.

Excused absences must be requested promptly and must be supported by appropriate documentation. Excused absences do not alter the academic requirements for the course. Students are responsible for information and material missed on the day of absence. Students are within reason entitled to receive any materials provided to the class during the absence. Students are responsible for determining what course material they have missed and for completing required exercises in a timely manner.

Events that justify an excused absence include:

- religious observances;
- mandatory military obligation;
- illness of the student or illness of an immediate family member;
- participation in university activities at the request of university authorities; and
- compelling circumstances beyond the student's control (e.g., death in the family, required court appearance).



Absences stemming from work duties other than military obligation (e.g., unexpected changes in shift assignments) and traffic/transit problems do not typically qualify for excused absence.

Students claiming excused absence must notify the course instructor in a timely manner and provide appropriate documentation. The notification should be provided either prior to the absence or as soon afterwards as possible. In the case of religious observances, athletic events, and planned absences known at the beginning of the semester, the student must inform the instructor during the schedule adjustment period. All other absences must be reported as soon as is practical. The student must provide appropriate documentation of the absence. The documentation must be provided in writing to the instructor by the means specified in the syllabus.

1. For medically necessitated absences: Students may, one time per course per semester, provide a self-signed excuse as documentation of an absence from a single class (e.g., lecture, recitation, or laboratory session) that does not coincide with a major assessment or assignment due date. For all other medically necessitated absences, students must provide documentation from a physician or the University Health Center, upon request of the course instructor.
2. For all other absences students must provide verifiable documentation upon request (e.g., religious calendar, court summons, death announcement, etc.).

In keeping with USM policy, students shall not be penalized because of observances of their religious holidays and shall be given an opportunity, whenever feasible, to make up within a reasonable time any academic assignment that is missed due to individual participation in religious observances. For all other excused absences, the student must be provided academic accommodation. The accommodation provided should, within reason, neither advantage nor disadvantage either the student or the rest of the class.

If the accommodation is a makeup assessment, it must be timely, at a time and place agreed upon by the instructor and student, cover the same material, and be at the same level of difficulty as the original assessment. In the event that a group of students requires the same makeup assessment, one time and place may be scheduled. The makeup assessment must not interfere with the student's regularly scheduled classes. If makeup work is not feasible, an alternate accommodation for excused absences will be provided. Alternate accommodations will be according to the principles established by the unit offering the course. Students who miss a substantial number of class sessions or course assignments should seek guidance from an academic advisor with respect to academic options.

Extended absences stemming from active military duty are addressed in the USM V-7.00 Policy on Students who are called to Active Military Duty during a National or International Crisis or Conflict. Absences related to a student's disability are addressed in the VI-1.00(D) University of Maryland Disability & Accessibility Policy and Procedures.

Although the university attempts to accommodate the religious beliefs of all of its members, it functions within a secular environment and is limited in the extent to which it can interrupt its normal operations. The president shall determine when it is appropriate for the campus

community to restrict rescheduling examinations or other significant assessments on the dates of religious observance.

## **Michigan State University**

<https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s494>

### **Policy on Military Leave**

Guideline for accommodating absences for military service:

The university, in compliance with agreements to support students who are serving on active duty or with reserve components of the United States military, will reasonably accommodate student military service obligations regarding leave and readmission.

Upon receipt of orders resulting in an impending short-term or long-term leave, students must request a verification of absence letter from the Student Veterans Resource Center within five working days of receiving their orders. Students must present supporting documentation at the time of request for verification. Students using VA education benefits must also submit a copy of their orders to the school certifying officials in the Registrar's Office.

It is the student's responsibility to request accommodation for their leave by notifying all instructors and discussing a plan for missed materials and course assessments within five working days from receipt of the verification. It is the course instructor's responsibility to provide reasonable opportunities for students to complete course assignments and assessments missed due to military absence based on the guidance below.

Short-term leave procedures for military service:

A short-term leave is defined as an absence from the University for 14 consecutive calendar days or less. Accommodations may be requested on a course-by-course basis.

Course instructors should make reasonable accommodations to allow students to make progress in the course and complete work that provides assessment of the course's learning outcomes. In cases where there is significant concern for a student's opportunity for successful completion of the course learning outcomes, the student and instructor should work with the Student Veterans Resource Center and academic unit to discuss alternative resolutions that minimize academic disadvantages to the student.

In the event it is in the student's best interest to drop a course(s) because of serious academic disadvantage, the university will issue a full refund of the course tuition and fees.

Long-term leave procedures for military service:

A long-term leave is defined as an absence from the University for 15 consecutive calendar days or more. A student whose military service will require more than 15 days of leave from the University has three options:

1. A student may withdraw, in-full or in-part, from the semester with proof of military orders that exceed 15 days. In such cases, the student will receive a full refund of any tuition and fees paid for the term in which the student withdraws.

2. A student may discuss absences with individual instructors to make accommodations for completion of required coursework, or equivalent assessments, during a mutually agreed upon timeframe. If the timeframe meets the criteria for an extension or incomplete in the course, the student must comply with university policies related to this decision.
3. Students may choose a combination of dropping individual courses and planning to complete other courses, depending on the guidance of their instructors, keeping the student's academic success and progress at the forefront of consideration. If a student chooses to drop multiple courses, the student will also be entitled to a full refund for each course.

If military leave results in a student's need to be readmitted to MSU, the student and institution will comply with 34 Code of Federal Regulations section 668.18 (<https://www.govinfo.gov/app/details/CFR-2011-title34-vol3/CFR-2011-title34-vol3-sec668-18>).

Graduate students concerned about their time to degree should work with their graduate advisor and Graduate Program Director to request a time extension from the MSU Graduate School. Although extensions are not guaranteed, they are considered for the each student's unique situation.

## **University of Minnesota**

<https://onestop.umn.edu/academics/leaving-u/military-leave>

### **Military Leave**

#### **Active military duty**

Under current University policy (informed by State statute), if you are serving in Reserve or National Guard units and are called to active military duty, you may be able to withdraw from classes with a full refund of tuition. If you are a financial aid recipient, you will be subject to refund policies as provided by the aid program sponsors. We will review the request for tuition reimbursement.

#### **Procedure**

You must provide us with a copy of your military orders as soon as they are available. In the rare case where you are required by the military to leave immediately, a family member or other designated party may submit a copy of the orders and complete the Tuition Refund Appeal form for you.

#### **Exceptions**

Please note this refund policy does not apply to students called to Active Duty for training, such as Annual training, AIT, or drill weekends.

#### **Consider incompletes instead of withdrawing**

In some circumstances, you may want to ask your instructors about incompletes for coursework as an alternative to canceling. When appropriate, instructors may make arrangements for you to take an incomplete for the courses in question. University Senate policy requires an incomplete be made up within one calendar year of the end of the term in which the incomplete is given.

When you are called to active military duty, and reach agreement with your instructor(s) to take an incomplete, you will have up to one calendar year following your discharge from active duty to complete any incompletes.

#### Short-term leaves

If you will miss classes for short-term military leave or military training exercises (example: annual training for National Guard and Reserve members), you must contact your instructors as soon as possible so appropriate accommodations can be made. For further details, please see the Policy on Makeup Work for Legitimate Absences.

Please be proactive in alerting your instructors to possible absences and contact us if you have any questions.

#### Spouses of service members called to active duty

Students who are the spouse of a service member and have a dependent child are able to withdraw from classes with a full refund of tuition if their spouse is called to active duty. The same terms and conditions apply to these students as to the service members. Students must present the service members' orders to their college and us to begin the process of reimbursement.

### **University of North Carolina**

Unable to locate policy

### **Ohio State University**

<https://registrar.osu.edu/policies/militarycall.asp#Withdrawal>

#### **Military Call to Active Duty**

##### Withdraw Process

If you are called to active duty as a result of the events of September 11th, 2001, Operation Iraqi Freedom or Operation Enduring Freedom (Afghanistan) or any other call to active duty, you are encouraged to withdraw from all Ohio State courses. It is anticipated that if you are recalled you may be required to serve for up to 24 months and it will be virtually impossible for you to try to continue your course work from afar and be successful. Having said that, the college/regional campus office should review your circumstances on a case-by-case basis. Depending on the time of the term, your course workload, percentage of work completed, etc., professional judgment may be exercised and you may be allowed to remain in one or more of your courses. If you fit in this category, please see "IMPORTANT NOTE" in Credits/Grades below. Here is a "checklist" of the steps you need to do when you have been called to active duty.

##### Step 1

You need to contact your College Office ( i.e. Arts and Sciences, Engineering, Education, Business, etc) and/or your academic advisor to formally withdraw from the university. Be sure to present your military orders when you meet with your advisor or college representative. The university will refund 100% of the instructional fees paid by the student for courses they cannot

complete. Refunds will only be made after the student has provided a copy of the military order directing the student to active military duty.

#### Step 2

If you DO NOT have financial aid then you will receive a refund. If you have direct deposit set up you will see the refund in your account in 5 to 7 business days. If you do not have direct deposit then a check will be mailed to your home address in 5 to 10 business days.

#### Step 3

If you are receiving financial aid here is the procedure:

- Formally withdraw through the college office
- Inform college of receipt of financial aid
- Financial aid will be adjusted based on federal, state and institutional rules
- Balances from tuition and fees assessed by the university not covered by the fee refund and adjusted aid will be made up by special administrative financial aid funds
- Students with Federal Direct Loans must complete exit counseling at [http://www.dlsonline.com/exit counseling/ecec-main.asp](http://www.dlsonline.com/exit%20counseling/ecec-main.asp)
- To avoid having to begin loan repayment, borrowers must request military deferments on any federal loans by contacting the loan holder directly:
  - o Federal Perkins Loan, Nursing Student Loan and Health Professions Student Loan (received at Ohio State): <http://www.treasurer.ohio-state.edu/> then click on Forms
  - o Federal Direct Loan: <http://www2.ed.gov/offices/OSFAP/DirectLoan/index.html>
  - o For loans taken at prior institutions and alternative loans, contact the individual lender (if uncertain of FFELP lenders, check on NSLDS at [http://nslds.ed.gov/nslds\\_SA/](http://nslds.ed.gov/nslds_SA/) - you will need your federal PIN to access your information)

#### Step 4

##### HOUSING:

Students who withdraw once the term begins, are eligible for a refund as follows:

Prorated daily rate assessed for the time spent in the residence halls (determined by return of the resident's room key) assessed for number of meals eaten and/or the number of blocks used, and for the amount of the debit card (BuckID) monies that have been spent. There are no refunds after the 8th Friday of the semester. If you are interested in withdrawing from your housing contract, please contact the Housing office by phone (614.292.8266) or by email at [housing@osu.edu](mailto:housing@osu.edu).

#### Step 5

##### EMAIL:

The Office of the Chief Information Officer( OCIO) will delete your Ohio State e-mail account if you do not respond to the warning e-mails sent to notify you of the deactivation of your account because of inactivity. The e-mail warning is sent to all affected accounts 6 weeks before the actual deletions. Midway through the process, accounts are checked again, and a second warning message is sent. If you fail to respond to these warning e-mails your account will be deactivated. If you respond to the warning e-mail letting OCIO know that you have been called to active duty they will not deactivate your account. You will need to respond to these warning e-mails each quarter that you are not in attendance because of military duty. If you choose to allow your account to be deactivated you can re-activate your account once you have followed the steps below under the Return from Active Duty category.

#### Credit/Grades

If it is determined that it is in your best interest to remain in one or more courses, the following needs to occur in order to document a partial withdrawal (meaning the student plans to remain in one or more of his/her registered courses). Your College office will use the new Post 10th Friday Drop/Withdrawal Form, they will check the box labeled, " I request permission to drop the following course(s) but not withdraw from the university". In the space below this statement is where the college will list the classes being dropped. If more than three courses are being dropped, the college office will need to use another copy of the Post 10th Friday Drop/Withdrawal Form as a continuation sheet. On the form where it requests a reason please have the college office mark in bold letters "UNDER MILITARY ORDERS" and the effective date of the drops. The effective date should be backdated to the 100% refund period.

#### NOTE:

If you are receiving Financial Aid, please include the annotation, "SFA Involved", and the actual date of withdrawal on the form. This date will be the date used for the return of financial aid calculations. For Financial Aid Recipients, the Registrar's Office will also put a comment on the SIS Person Comment page. This will be the only place on the record where the actual withdrawal date will be recorded.

The college office will then forward the original copy of the Post 10th Friday Drop/Withdrawal Form, appropriately annotated and accompanied by a copy of the military orders directing the student to active duty to 281 W. Lane Avenue, Columbus, Ohio 43210. Students will normally be granted a 100% refund provided the active duty order or other supporting documentation is provided and is attached to the form.

The partial withdrawal will be noted on your academic record that you were called to active duty. This comment will appear on the record with the notation, "Under Military Orders," on both the advising report and the transcript. The message will be posted as a record action rather than a record comment (except for financial aid recipients in which both will be included).

#### IMPORTANT NOTE:

In these cases it is recommended the student and faculty member/instructor formalize a written contract detailing how the coursework is to be completed. A copy of this document should be deposited in the course offering Departmental/Regional Campus Office and retained

indefinitely. This is important because the responsibility for monitoring incomplete grades and the extension of incomplete resides with the faculty member/instructor and course offering Departmental /Regional Campus Office.

#### Re-Enrollment Process

Once you know that you will be returning from active duty and wish to begin classes again, these are the steps you must take:

##### Step 1

Contact your College Office (new window) as soon as you know you are going to be able to take classes again. The College Office will "update" you in the student database, thus giving you a segment and a window time for the next term.

##### Step 2

Once you have been "updated" by your college office, if you did not keep your e-mail active while in the service, you will need to go to OCIO's web page and re-activate your account.

##### Step 3

Here is the process for reactivating your financial aid:

- Complete FAFSA and OSU Scholarship and Financial Aid Applications for new academic year
- Contact Office of Student Financial Aid if unable to meet the February 15th deadline due to date of return or file the General Appeal (for deadline)
- Complete Student Resource Appeal if academic year income will be reduced
- Forms available at <http://sfa.osu.edu/forms/index.asp?tab=c#pagecontent>

##### Step 4

Contact the Resident Hall and Dining Services Office if you wish to live on campus when you return from active duty.

#### Financial Aspects

##### Instructional Fee Refunds (Questions: 292-9330)

The university will refund 100% of the instructional fees paid by student for courses they cannot complete. Refunds will only be made after the student has provided a copy of the military order directing the student to active military duty.

##### Residence & Dining Hall Charge Refunds (Questions: 292-8266)

Residence & Dining Halls will refund the charges on a daily basis based on the date the room key is returned.

##### Student Health Insurance Refunds (Questions: 292-0113)

Aetna Student Health, the broker/agent for the Ohio State student health insurance program, and not the university may refund the term's student health insurance premium payment. The refund will be based on the date the student (the insured) is officially activated for military service. To receive a refund the student must submit his/her request for a refund, in writing, to Aetna Student Health. The request must include documentation from the branch of the armed

services recalling the student, i.e., active duty orders. Contact Student Health at 614-292-0113 or shi\_info@osu.edu for more information.

### **Pennsylvania State University**

<https://veterans.psu.edu/military-short-term-absence/>

#### **Military Short-Term Absence**

When service members receive unexpected military orders during the semester that will interrupt their academic pursuit by requiring a short-term absence, the service member must notify their course instructor(s) as soon as possible and complete a class absence form. The service member should discuss with the course instructor(s) options to complete work in advance, make up missed work, or other options available to mitigate the absence that are within reason to meet course requirements in accordance with Faculty Senate Policy 42-27 (Class Attendance).

If the service member is unable to make arrangements with the instructor(s) to mitigate the absence, they can follow the appeal process as outlined in Academic Administrative Policies & Procedures Manual E-11 (Class Attendance). If a resolution cannot be achieved with the instructor(s) and the appeal process fails, service members who provide the verified orders for the absence can have the course(s) administratively canceled and 100% of the tuition for the course(s) refunded.

For orders requiring absences lasting longer than two weeks, students may pursue a military withdrawal directly through the University Registrar's Office.

### **Pennsylvania State University**

<https://www.registrar.psu.edu/enrollment/leaving/withdrawal.cfm>

#### **Withdrawal**

If you are unable to complete the semester, you may choose to withdraw from the University (policy 48-20, 56-30).

- Students may withdraw at any time during the semester including the last day of classes.
- Withdrawals are effective the date the form is received by the Registrar's office.
- Withdrawal will delay normal degree progress, and may have financial implications.
- Undergraduate students should contact their academic adviser to discuss alternatives. Graduate degree students should contact their academic program of study to discuss alternatives.
- Dickinson Law students should contact their Associate Dean for Academic Affairs to discuss alternatives.
- Withdrawal will terminate enrollment in credit courses for current and future semesters except in the case of "summer-only" withdrawal.
- Withdrawal results in a "W" symbol recorded as the course grade(s) on your transcript.



- If a course was completed before a withdrawal was processed, a grade or appropriate symbol is recorded.
- If you desire to withdraw from summer classes but retain your fall class schedule, see the Summer-Only section below.

#### Process to Withdraw from the University

1. Undergraduate students, including, degree-seeking provisional and nondegree undergraduate students may initiate a withdrawal by completing a Withdrawal Form.
2. Graduate Assistants, fellows and trainees should work first with their graduate program; additional assistance can be gathered from the Office of Graduate Fellowships and Awards at [gsfellowships@psu.edu](mailto:gsfellowships@psu.edu) or in 205 Kern Building.
3. Graduate students must complete a withdrawal form. For more information regarding withdrawals, please see the Graduate Enrollment Services website.
4. Penn State Law students should contact the Penn State Law Registrar's Office.
5. Dickinson Law students should contact the Dickinson Law Registrar's Office at [DSLRegistrar@psu.edu](mailto:DSLRegistrar@psu.edu).
6. If you are an undergraduate degree student, you will need to apply for re-enrollment to the university if you choose to return. Undergraduate nondegree students will need to submit an Undergraduate Nondegree Enrollment Form. All graduate students must apply to resume study through Graduate Enrollment Services when they are ready to return.

Students enrolled at University Park in the categories identified below should contact a representative from that office to discuss the impact withdrawal will have. Students in these categories at other campuses should contact the appropriate offices at their campus.

- Athletes (Varsity) - Morgan Academic Center - Greenberg Complex, McKean Road
- Comprehensive Studies Program/ACT 101 Students - 325 Grange Building
- Student Aid recipients - 314 Shields Building
- International students - 410 Boucke Building
- Undergraduate Minority students - 220 Grange Building
- Graduate Minority students - Office of Graduate Education Equity Programs - 111 Kern Building
- Graduate assistants, fellows and trainees - Office of Graduate Fellowships and Awards - 205 Kern Building
- Veterans education benefits recipients - 146 Ritenour Building

#### Summer-Only Withdrawal

Indicating "Summer-only" as the effective semester on the withdrawal form will retain all courses a student has scheduled for the upcoming fall semester. Re-enrollment is not required following a summer-only withdrawal.

- A "Summer-only" withdrawal is not available to newly admitted undergraduate students during their summer of admission. New summer admits must process a regular withdrawal as outlined above.

- Withdrawal results in a "W" symbol recorded as the course grade(s) on your transcript.
- If a course was completed before a withdrawal was processed, a grade or appropriate symbol is recorded. For example, if a withdrawal is requested during Summer Session 2 and classes were completed during Summer Session 1, grades for Summer Session 1 will remain on the student record.
- When requesting a summer only withdrawal, this is for the entire summer term. If a withdrawal is requested during Summer Session 1 any Summer Session 2 classes will be cancelled.
- Students who return for the upcoming fall semester do not need to apply for re-enrollment in order to return.

#### Process to Complete Summer-Only Withdrawal

1. Undergraduate and graduate students, including nondegree students, may initiate a summer-only withdrawal by completing a Withdrawal Form and indicating "Summer-Only" in the "Effective" field.

#### Military Withdrawal

Note: Military withdrawal is available only to students who:

1. Are actively serving members (Active Duty and Reserve Duty Components) of the U.S. armed services (not a contractor or civilian working for the military), and
2. Are ordered to relocate and, as a result, are unable to meet class attendance and other participation requirements, including web-based activities.

Students should contact the campus Registrar and present a copy of the military orders with formal correspondence on unit letterhead signed by the commander requesting military withdrawal from Penn State due to orders. The formal correspondence must include the following:

1. Unit commander contact information, and
2. Verification of duration and location of pending assignment.

Students called to active duty during a semester or session should initiate a military withdrawal (policy J1). Students who process a military withdrawal:

- Will not be charged tuition for the semester of withdrawal.
- Will be charged a housing assessment to cover expenses already incurred in university housing.
- Will have unused meal plan points refunded.
- Are eligible for "military re-enrollment" to the University, assuring the student access to the same major and location as was assigned at the time of withdrawal.
- If an undergraduate student, will have the re-enrollment fee waived. There is no re-enrollment fee for graduate students.
- Will have a notation placed in the Special Actions and Notes section of the student's transcript indicating a "military" withdrawal.

Note: The Office of Student Aid and the Bursar's office will automatically be notified when the withdrawal form is processed.

#### Process to Complete Military Withdrawal

1. The student must provide a copy of the documentation noted above (orders and formal correspondence) to the Registrar's office at their current campus.
2. If timing or the situation does not permit a student to present their military orders prior to leaving campus, the student may withdraw by sending a signed written request for a military withdrawal along with a copy of their military orders to the University Registrar's Office by mail or fax.

Pennsylvania State University

<https://undergrad.psu.edu/aappm/E-11-class-attendance.html>

#### Class Attendance and Evaluation of Student Performance

Class attendance is a critical element of student success and one of the most important ways students learn and understand course materials. Students may need to miss a class meeting to participate in a regularly scheduled university-approved curricular or extracurricular activity or due to unavoidable or other legitimate circumstances (including participation in local, state, and federal governmental elections and religious observances) as defined by University Faculty Senate Policy 42-27 (see also Senate Policies 44-25 , 44-30, and 44-35, and Procedures AAPP F-4 and F-5 for situations related to examinations).

When an absence or other circumstance covered in such policies results in a student being unable to complete an evaluative event that contributes to the final grade, the student or their representative is expected to inform their instructor, who is expected to provide the student, within reason, the opportunity to complete missed evaluative events.

The instructor may require use of the class absence form. Even if the absence meets the expectations of University policies listed above, in some situations, making up missed classes or missed evaluative events may not be possible.

#### Procedure:

1. Instructors should clearly communicate their expectations and policies related to class attendance and evaluation in their syllabus at the beginning of the semester. Class attendance may be required regardless of the format of the class or course. Online course attendance may go beyond course login to include documentable participation in class activities, such as interacting with the instructor, interacting with enrolled students, completing assignments with due dates, and participating in online discussions on a regular basis.
2. Students who know in advance that they will miss a class or evaluative event in accordance with Senate Policy 42-27 and want the opportunity to complete work that impacts their grade must communicate this information to instructors in a timely manner. In situations where making up a missed evaluative event is possible, students

may be required by instructors to inform them in advance of the evaluative event using the class absence form or other form of written notification.

a. In verifying that a student's absence is in accordance with Senate Policy 42-27, instructors should be sensitive to a student's privacy and well-being, especially for legitimate circumstances such as illnesses, accidents, or family emergencies. Instructors may require students to provide documentation with the class absence form or other written notification, except for the following situations:

- Students are not required to provide any information that would reveal private health information or to provide a document containing the signature of a clinician.
- University Health Services (UHS) does not provide verification of illness or injuries. Verification will be provided only for serious illnesses for which UHS clinicians provided services, or when UHS has received such documentation from outside providers.

b. When making up work is possible, the instructor and student should determine how the evaluative event will be completed given the circumstances of the absence. Instructors may require that the event or assessment be completed in advance of the absence.

c. Absences may ultimately affect student performance in a class. Instructors will determine when irregular attendance or missed evaluative events are negatively affecting a student's grade in the course and will communicate this issue to the student accordingly.

d. Reweighting the course grade by not including the missed assignment(s) usually is inappropriate. Completion of all assignments ensures the greatest opportunity for students to develop understanding and content mastery and supports the university's desire to enable students to make responsible situational decisions without endangering their academic work.

3. In emergency situations where a student does not have advance knowledge of an absence the student (or a representative if the student is incapacitated) must notify their college or campus contact of the situation in writing and meet to discuss the implications of any absence for making up the evaluative event as soon as reasonable. Instructors should communicate their expectations for notification and meetings in such situations in their syllabus or in writing in course materials, while recognizing that such emergent situations may require flexibility.

4. False claims of legitimate or unavoidable absence may be considered academic integrity violations (Senate Policy 49-20, AAPP G-9).

5. Students may appeal an instructor's decision to make up an evaluation or assessment under the Grade Mediation and Adjudication Policy and Procedures (Senate Policy 47-20, AAPP G-10).

6. Students who provide verified orders requiring a short-term absence for military service and are unable to make arrangements with instructors for making up missed evaluative events are eligible for administrative cancellation of the course(s) and 100% of the tuition for the course(s) will be refunded to the student. These students should notify the Director of Academic Affairs or Associate Dean of their college or campus who will notify the University Registrar's Office. For orders requiring absences lasting longer than two weeks, students may pursue a military withdrawal directly through the University Registrar's Office.

Note: As of Fall 2002, University Health Services (UHS) no longer provides verification of illness forms for minor illnesses or injuries. Verification will be provided only for serious illnesses for which UHS clinicians provided services, or when UHS has received such documentation from outside providers.

## **Texas A&M University**

<https://student-rules.tamu.edu/rule07/>

### **Attendance**

#### **Introduction**

Class attendance and participation is an individual student responsibility. Students taking traditional face-to-face courses are expected to attend class and to complete all assignments by stated due dates. Students enrolled in distance education courses are expected to regularly engage with instructional materials and complete all assignments by stated due dates.

Instructors are expected to provide notice of the dates on which major exams will be given and assignments will be due on the course syllabus, which must be made available by the first class period. Graduate and professional students are also expected to attend all examinations required by departments or advisory committees as formally scheduled such as, but not limited to, qualifying exams, preliminary exams and final defenses.

The School of Law requires regular and punctual attendance of students in all courses. Juris Doctorate (JD) students are not required to seek an excused absence from an instructor or equivalent, but students will be administratively dropped from a class for excessive absences as defined in the School of Law Academic Standards. JD students are expected to take examinations as scheduled. Requests to reschedule an examination must be submitted to the Associate Dean for Academic Affairs in accordance with the process set forth in the School of Law Academic Standards.

Violation of this attendance policy is subject to disciplinary action through the Aggie Honor System Office and the Student Code of Conduct (See Rule 24).

#### **7.1 Notification of Absences**

7.1.1 Unless otherwise stated in this rule, to be considered for an excused absence the student must notify the instructor in writing (e-mail is acceptable) prior to the day of absence. In cases where advanced notification is not possible, the student must provide

notification by the end of the second business day after the last date of the absence. This notification must include an explanation of why notice could not be sent.

## 7.2 Absences

### 7.2.1 Excused Absences Defined by State and Federal Regulations

7.2.1.1 In accordance with Texas Education Code Section 51.911 Religious Holy Days, Texas A&M University shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence. Questions about religious holy days should be directed to Faculty Affairs.

7.2.1.2 In accordance with Texas Education Code Section 51.9111 **Excused Absence for Active Military Service**, Texas A&M University shall excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence.

7.2.1.3 In accordance with Title IX of the Education Amendments of 1972, Texas A&M University shall treat pregnancy (childbirth, false pregnancy, termination of pregnancy and recovery there from) and related conditions as a justification for an excused absence for so long a period of time as is deemed medically necessary by the student's medical provider. Requests for excused absence related to pregnancy should be directed to the instructor. Questions about Title IX should be directed to the University Title IX Coordinator.

7.2.1.4 In accordance with the Americans with Disabilities Act, Texas A&M University shall provide equal access for students with disabilities. Some students with disabilities may qualify for an attendance policy modification and should provide the instructor with proper notification from Disability Resources concerning this accommodation prior to a disability-related absence. Questions about disability related absence should be directed to Disability Resources.

### 7.2.2 Excused Absences Defined by Texas A&M University

7.2.2.1 Personal injury or illness that is too severe or contagious for the student to attend class.

7.2.2.1.1 An absence for a non-acute medical service does not constitute an excused absence.

7.2.2.2 Death or major illness in a student's immediate family. Immediate family may include: parents, siblings, grandparents, spouse, child, spouse's child, spouse's parents, spouse's grandparents, step-parents, step-siblings, step-grandparents, grandchild, step-grandchild, legal guardian, and others as deemed appropriate by faculty member or student's academic dean or designee.

7.2.2.3 Illness of a dependent family member.

7.2.2.3.1 An absence for a non-acute medical service does not constitute an excused absence.

7.2.2.4 Participation in legal or governmental proceedings that require a student's presence and that cannot be rescheduled.

7.2.2.5 Graduate or professional school interviews which are mandatory, and fixed date by university/school policy, which cannot be rescheduled.

7.2.2.6 Mandatory interviews for permanent, full-time employment or full-time internships (including those that are part of a cooperative education program) that have a duration of at least 10 weeks, provided that such interviews are related to the student's academic program and provided that the interviews are fixed date by employer policy and cannot be rescheduled. A student may not request excused absences for employment or internship interviews for more than one scheduled class meeting in one academic term.

7.2.2.7 Presentation of research or scholarship at a professional conference related to the student's academic program, provided that the student is a presenter.

7.2.2.8 Participation in an activity appearing on the university authorized activity list. (see List of Authorized and Sponsored Activities)

7.2.2.9 Mandatory participation as a student athlete in NCAA-sanctioned competition.

7.2.2.10 For compelling reasons not included in Section 7.2, the dean or dean's designee of the student's college with the support of the dean or dean's designee of the college offering the course may provide a statement (email is acceptable) that the deans or designee have verified the absence as excused.

### 7.3 Absence Documentation and Verification

#### 7.3.1 Absence Verification

7.3.1.1 The student is responsible for providing documentation substantiating the reason for the absence, including reasons stated in Section 7.2. This documentation must be provided within three business days of the last date of the absence, unless otherwise stated in this rule.

7.3.1.2 An instructor may confirm a student's absence documentation and excuse a student from attending class for the reasons stated in Section 7.2 or other reasons deemed appropriate by the student's instructor.

7.3.1.3 An instructor may choose to defer confirmation of a student's absence documentation, including cases when documentation is not available. Upon deferral, the dean or dean's designee of the student's college with the support of the dean or dean's designee of the college offering the course may provide a statement (email is acceptable) that the deans or designee have verified the absence as excused.

7.3.1.4 The university authorized activity list, on-line interfaith calendars, athletic competition schedules, and other published resources may be used to confirm student absences.

7.3.1.5 Students who furnish false information may be found in violation of Student Rule 24.4.1. and the Aggie Honor Code.

7.3.2 Absence documentation may include, but is not limited to, the following:

7.3.2.1 A medical confirmation note from the student's medical provider. The medical provider can provide a medical confirmation note only if medical professionals are involved in the medical care of the student. The medical confirmation note must contain the date and time of the medical assessment and the date at which the student may return to classes. Students cannot be required to provide detailed medical information.

7.3.2.2 A medical confirmation note from the medical provider involved in the care of the student's immediate family member or dependent. The medical provider can provide a medical confirmation note only if medical professionals are involved in the medical care of the immediate family member or dependent. Students cannot be required to provide detailed medical information.

7.3.2.3 Death notice, obituary, or death certificate for a student's immediate family member.

7.3.2.4 Documentation regarding the scheduling of legal or governmental proceedings that require a student's presence and that cannot be rescheduled.

7.3.2.5 Documentation regarding the scheduling of mandatory admission interviews for professional or graduate schools as described in Section 7.2.2.5. Documentation must be provided 5 business days in advance.

7.3.2.6 Documentation regarding the scheduling of mandatory interviews as described in 7.2.2.6. Documentation from the employer must be provided 5 business days in advance.

7.3.2.7 Documentation regarding the scheduling of presentations of research or scholarship as described in 7.2.2.7. Documentation for professional conference



presentations must include confirmation of the student's role as a presenter. Documentation must be provided 5 business days in advance.

#### 7.4 Make up Work

7.4.1 If a student's absence is excused, the instructor must either provide the student an opportunity to make up any quiz, exam or other work that contributes to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. If an instructor has a regularly scheduled make up exam, students are expected to attend unless they have an excused absence. Students are encouraged to work with instructors to complete make-up work in advance of known scheduled absences (interviews, administrative proceedings, etc.). Make-up work must be completed in a timeframe not to exceed 30 calendar days from the last day of the initial absence. Absences related to Title IX of the Education Amendments of 1972 (see Section 7.2.1.3) may necessitate a period of more than 30 days for make-up work, and the timeframe for make-up work should be agreed upon by the student and instructor.

7.4.2 The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence.

7.4.3 See Part III, Grievance Procedures: 49. Unexcused Absences, for information on appealing an instructor's decision regarding an excused absence.

#### 7.5 Extended Absences

7.5.1 If the student is absent for excused reasons for an unreasonable amount of time during the semester, the academic dean or designee of the student's college may consider giving the student a grade of W during the semester enrolled or a NG (no grade) following posting of final grades.

7.5.2 Whenever a student is absent for unknown reasons for an extended period of time, the instructor may initiate a check on the welfare of the student by reporting through the head of the student's major department to the dean or designee of the student's college.

### **University of Texas – Austin**

<https://catalog.utexas.edu/general-information/academic-policies-and-procedures/withdrawal/>

#### **Withdrawal for Military Service**

##### **WITHDRAWAL**

A student who wishes to withdraw from the University after completing registration for a semester or summer session must secure the dean's acknowledgement. Following withdrawal, students are required to meet with the appropriate school/college academic advisor or other designated individual before the first class day of the semester for which they plan to re-enroll. A student who is a minor must present a written statement from a parent, guardian, or sponsor

indicating that the responsible person knows of the student's intent to withdraw. In addition, international students must have permission from the International Office to withdraw.

The dean's signed acknowledgement to withdraw must be submitted to the registrar, where the student may request a refund of tuition, if eligible. Note that tuition refunds are strictly limited according to University policy as described at the following page: Tuition Adjustments. No refund will be made to anyone other than the payer, except on the payer's written order.

After the last day for withdrawing (approximately mid-semester), an undergraduate student may petition for withdrawal only for urgent, substantiated, nonacademic reasons. Withdrawal by an undergraduate student on scholastic probation may affect the student's scholastic standing. Information about scholastic probation and dismissal is given in Scholastic Probation and Dismissal.

A graduate student in good standing may withdraw with the acknowledgement of the graduate dean through the last class day of the semester. A graduate student who is in warning status may not withdraw without the recommendation of the graduate advisor and the acknowledgement of the graduate dean.

**Withdrawal for military service.** A student who withdraws as a result of being called to required military service may choose (1) to receive a refund of tuition for the semester; (2) if eligible, to be assigned an incomplete (symbol X) in each course as described in Symbol X: Temporary Delay in Reporting the Final Class Grade; or (3) at the instructor's discretion, to receive a final grade in courses where the student has completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material. Policies affecting students who are absent for military service but do not withdraw are given below.

**Medical withdrawal.** After the last day for withdrawing, a student who has an urgent, substantiated, and significant medical or mental health condition which impacts the student's academic functioning may be withdrawn from the University as of the date, and under the conditions, specified at the time of the withdrawal. Note that tuition refunds are strictly limited according to University policy as described at the following page: Tuition Adjustments.

A student must request a medical withdrawal from UHS/CMHC by the last class day. Forms must be returned to UHS/CMHC before the first day of final exams. A student who requests medical withdrawal must submit copies of medical records from each medical and mental health care provider treating the condition. The medical records must include the date of onset of the illness or injury, dates of care, and diagnosis and prognosis. If the withdrawal is approved, the registrar and other appropriate officials will be notified. Specific information about the medical withdrawal process is available at the University Health Services website.

- **Course Load Reduction.** Approval of requests for course load reductions are always the prerogative of the academic dean when medical reasons are given. Applications to request consideration of a course load reduction should be submitted to Disability and Access. Disability and Access will request a recommendation from the UHS executive director and chief medical officer. Once the executive director and chief medical officer

signs the application, UHS will submit it to the appropriate dean's office for a final decision.

Retroactive withdrawal. A student who wishes to leave the University for nonacademic reasons is expected to withdraw by the last class day of the current semester as described above. Requests to withdraw after the last class day are considered only if there were compelling documented circumstances that reasonably prevented the student from withdrawing by that day. Note that tuition refunds are strictly limited according to University policy as described at the following page: Tuition Adjustments.

Students considered under this standard may include, but are not limited to, students who were hospitalized or incarcerated, called away at the end of the semester because of a family crisis, asked to perform military service, or experienced a mental or physical health problem documented by an appropriate healthcare professional, that seriously inhibited their mental or physical functioning.

In these cases, students may discuss the situation with the dean or an academic advisor in the dean's office. If there is sufficient and compelling documentation, and if the request for retroactive withdrawal is submitted to the dean's office before the end of the next long-session semester, the dean or the dean's staff will review the request and consider approval of a retroactive withdrawal. Appropriate documentation could include written recommendations from University Health Services and the Counseling and Mental Health Center.

A college or school may approve an appeal for retroactive withdrawal for a semester prior to the previous long semester, but only for the most compelling nonacademic reasons that reasonably prevented the student from requesting a withdrawal in a timely manner, consistent with the policies described above. Support for the appeal from a college or school must be indicated through a signature of the dean or the appropriate associate dean of the college/school; such appeals are subject to review by the Provost for final approval.

University of Texas – Austin

<https://admissions.utexas.edu/apply/readmission>

Notice for Students Who Withdrew Due to Military Service

A student who withdraws from the university in order to perform active military service will be readmitted for any semester or summer session that begins within a year after the student's release from active service. You are not required to apply for readmission or pay an application fee, but must be eligible to register for classes the semester or summer session for which readmission is requested. If you are planning to return to the university, complete and submit the Notification of Intent to Re-Enroll.

If it has been longer than a year after a student's release from active service, the student must complete a readmission application.

## University of Texas – Austin

<https://catalog.utexas.edu/general-information/academic-policies-and-procedures/attendance/>

### Attendance

Regular attendance at all class meetings is expected. Instructors are responsible for implementing an attendance policy and must notify students of any special attendance requirements.

Special regulations of colleges and schools, required by the unique nature of their programs of study, may be enacted through the normal approval process. These special regulations may not conflict with University regulations on class attendance and absence.

Religious holy days. A student who misses classes or other required activities, including examinations, for the observance of a religious holy day should inform the instructor as far in advance of the absence as possible so that arrangements can be made to complete an assignment within a reasonable period after the absence. A reasonable accommodation does not include substantial modification to academic standards, or adjustments of requirements essential to any program of instruction. Students and instructors who have questions or concerns about academic accommodations for religious observance or religious beliefs may contact the Office for Inclusion and Equity. The University does not maintain a list of religious holy days.

Absence for military service. In accordance with section 51.9111 of the Texas Education Code, a student is excused from attending classes or engaging in other required activities, including exams, if they are called to required military service of a reasonably brief duration. The maximum time for which the student may be excused has been defined by the Texas Higher Education Coordinating Board (THECB) as "no more than 25 percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period" of required military service. The student will be allowed a reasonable time after the absence to complete assignments and take exams. Policies affecting students who withdraw from the University for military service are given in the Withdrawal section.

## University of Washington

Unable to locate policy

## University of Wisconsin

<https://policy.wisc.edu/library/UW-1034>

### Enrolled Students Called to Active U.S. Military Service

#### Scope

This policy replaces the UW-Madison Military Service Policy (approved Dec. 4, 2001; re-published Jan. 27, 2003) and applies to all enrolled UW-Madison students who are called to active U.S. military service, as well as enrolled students already on U.S. active duty and must

relocate due to a reassignment. In both cases, the students should provide a copy of their military orders to the Certifying Official in the Registrar's Office. The Certifying Official will provide copies of the orders to other campus offices, as necessary, with social security number redacted.

## Policy

### Responsibilities

#### Academics

The student may request a Withdrawal from the semester, or Drop some courses while arranging for the completion of other courses, on a case-by-case basis, in coordination with the respective faculty member. There should be a written agreement (email suffices) between the faculty member and the student for any course completion away from campus. If a satisfactory amount of the course work has been completed, as determined by the faculty member, the faculty member may elect to determine and enter a final grade for the student, thus considering the course complete. The student will notify his/her academic advisor of their intentions regarding courses, and also provide an anticipated return date to the university. Academic Advisors are encouraged to document student intentions in the Advisor Notes System.

#### Registrar's Office

The student's account will be held open during the period of active duty, plus the following two semesters. This will allow the student to continue to use their wisc email account and register for classes prior to their return to campus. After the two semester period following active duty, the student shall be required to apply for re-entry in accordance with normal procedures. Students already serving on active duty that are reassigned and don't expect to return to campus will have their accounts closed.

#### Tuition, fees and housing

- I. Tuition: Students who request a Withdrawal shall receive a full refund of tuition and fees. Students will be refunded tuition for courses Dropped, provided they drop below full-time.
- II. University Residence Halls: Unused housing fee payments on a prorated basis are refunded based on the checkout from the residence halls; all deposits submitted for the contract term would be refunded.
- III. Leaseholders in University Apartments (Eagle Heights, University Houses or Harvey Street Apartments) may request termination of their lease if either the eligible leaseholder or their spouse/partner is ordered to active duty. The leaseholder's rent obligation shall be ended as of the requested lease termination date, or the actual date the apartment is vacated, whichever is later. If the eligible leaseholder is ordered to active duty, his/her family could remain in the apartment through the length of the deployment.

#### Financial aid

When a student withdraws from classes, a Federal Return of Title IV (R2T4) calculation must be performed. The calculation determines the prorated amount of all Title IV funds (PELL, FSEOG, Direct Loans) which must be returned to the federal government. The R2T4 calculation does not

change for Veteran students activated for military service. If, after a student withdraws, the institution changes the amount of institutional charges, i.e. refunds 100% of the tuition charges to a student as an institutional refund policy, those changes do not affect the charges nor aid earned in the calculation. Any tuition refund generated by this action must be used to first repay federal and state aid programs in accordance with the Return of Title IV policy.

#### Dean of Students Office

Works with the student to ensure all university offices adhere to the policy, and the student fulfills all obligations. Stays in contact with student during active duty commitment and assists with the transition back to the university after completion of duty.

#### Students

The student is expected to immediately notify the Dean of Students Office and the Certifying Official (Registrar Office) upon notification of active duty mobilization, or reassignment for those already on active duty. The student is expected notify faculty, and to consult with his or her academic advisor in a timely fashion to determine the best academic course of action. Once on active duty, the student is expected update the Dean of Students Office on expected return to school date. The student is also required to notify any campus agency from which he/she receives services, such as the McBurney Center or academic tutoring.

#### Academic standing

The student's academic standing at the time of re-entry to the University shall remain as it was prior to serving on active duty. Academic Departments, particularly those with sequential curriculum such as Nursing or Law, should make every effort to place the student into a new cohort with which he/she may then advance through the program. Students shall not have to re-apply to enter a particular program provided they departed for active duty in good academic standing. At the discretion of the Dean of a College/School, newly admitted students who are called to active duty before they're able to enroll in classes shall not have to re-apply, and may enroll in classes upon the completion of active duty.