HSC OP: 77.16, Military Service

PURPOSE: The purpose of this HSC Operating Policy and Procedure (HSC OP) is to establish the requirements and process for all students who are members of active United States military under mandatory military obligations, or Reservists and members of the National Guard unable to complete a semester due to being called to active duty as a result of U.S. military demands or an official declaration of emergency.

REVIEW: This HSC OP will be reviewed by May 1 of each odd-numbered year (ONY) by the HSC Veteran and Military Advisor/ School Certifying Official and the Assistant Vice President for Student Services, with recommended revisions forwarded to the Executive Vice President for Academic Affairs by June 15th.

POLICY/PROCEDURE

1. Policy.

The Military Service Policy serves to formalize the requirements and procedures for all students who are members of active United States military under mandatory military obligations, or Reservists and members of the National Guard unable to complete a semester due to being called to active duty as a result of U.S. military demands or an official declaration of emergency. To the greatest extent possible, these students will be provided one of the following options:

a. The student may withdraw from one or more courses for which tuition and fees have been paid that are attributable to the courses and receive a full refund of tuition and fees. The tuition and fees must be credited to the person’s account at the postsecondary institution. Any refunds are subject to the requirements of the state or federal financial aid programs of origination.

   Students receiving financial aid who choose this option should be made aware that they might be liable for any required refunds of state or federal financial aid funds. In such a case, the student must not receive credit for the courses and must not receive a failing grade, an Incomplete, or other negative annotation on the student’s record, and the student’s grade point average must not be altered or affected in any manner because of action under this item.

   If the student chooses to withdraw, the student shall be re-admitted and re-enrolled as a student without penalty or re-determination of admission eligibility within two years following release from active military service. If the student does not seek re-admission within two years of active service, the student will be required to complete the admissions process to determine eligibility.

b. The student may be given a grade of Incomplete (I) only when coursework is satisfactory in quality but due to reasons beyond his/her control, has not been completed. The instructor assigning the grade, will stipulate in writing at the time the grade is given, the conditions under which the I may be removed. If an I is granted, no tuition credit will be given. The I will become an F after one calendar year, so caution should be exercised when assigning this grade. Course completion may be accomplished by independent study or by retaking the
course without payment of tuition. Under federal financial aid policies, a course that is retaken in this manner may not be counted towards a student’s enrollment load.

c. The student may continue and complete the course for full credit. Class sessions the student misses due to performance of active military service must be counted as excused absences and must not be used in any way to adversely impact the student’s grade or standing in the class. Any student who selects this option is not, however, automatically excused from completing assignments due during the period the student is performing active military service.

A letter grade or a grade of pass must be awarded only if, in the opinion of the faculty member teaching the course, the student has completed sufficient work and has demonstrated sufficient progress toward meeting course requirements to justify the grade. If in the instructor’s judgment the student has completed sufficient coursework to earn a grade of C or better, the student may be given credit for completion of a course.

2. Procedures.

a. The student should immediately file a request for a leave of absence/withdrawal with the dean of the appropriate school in which the student is enrolled.

b. The student is required to provide proof of training schedule, official orders, or letter from the member’s unit, indicating the specific dates of service, to the HSC Veterans and Military Advisor/School Certifying Official.

c. The student should consult with the faculty director of each course to determine the grade to be awarded.

d. The faculty must retain the syllabus for that course so that the student will be able to complete the course without prejudice and under the same course requirements that were in effect when the student enrolled in the course initially.

e. The Assistant Vice President for Student Services will settle any disputes arising from this process.

3. Active Duty Spouses

a. Those students whose spouse has been called to active military obligation may seek a Temporary Accommodation Request through the Office of Student Services.