

MISSISSIPPI STATE UNIVERSITY™

Policy and Procedure

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE: February 6, 1996
Revised: February 2012

SUBJECT: AOP 12.32 - Refund and Course Credit Policy for Student Members of the Military Called to Active Duty or Deployed.

PURPOSE:

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish a refund and course credit policy for those students who are called to active military duty from the Military Reserves or National Guard and those active duty students who are deployed under emergency conditions.

REVIEW:

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Executive Vice President.

POLICY/PROCEDURE:

Any student who cannot complete a semester due to being involuntarily called to active duty from the Reserves or National Guard or an Active Duty student deployed under emergency conditions may request a full refund of tuition, out-of-state fees (if applicable), and other unused course required fees. Housing and meal plan refunds will be prorated. To receive the refund, the student must present to his/her academic dean a copy of military orders verifying the call at the time the withdrawal from the University is initiated. Any student who withdraws under this policy will not receive a recorded grade.

Any Reserve or National Guard student being called to active duty or an Active Duty Military student deployed under emergency conditions who has completed at least $\frac{3}{4}$ of the semester (or term) and is in good academic standing with the University, and who needs to only take the final examination to complete the semester, has the option to leave the University pursuant to this policy, without having his or her class standing affected, and without refund of tuition and required fees. Students meeting these requirements may leave the university with an incomplete

REVIEWED BY:

/s/ Lesia Bryant
Director, Office of Internal Audit

03/23/2012
Date

/s/ Joan L. Lucas
General Counsel

03/30/2012
Date

APPROVED:

/s/ Mark Keenum
President

04/04/2012
Date