



**AOP 12.32: REFUND AND COURSE CREDIT 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.

**POLICY/PROCEDURE**

Any student who cannot complete a semester due to being called to active duty from the Reserves or National Guard or an Active-Duty student deployed under emergency conditions should present a copy of their military orders to the Center for America's Veterans.

Any student who cannot complete a semester due to being 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 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 in each class or may receive full academic credit for each enrolled course of study with the grade earned at the date he or she was called into active duty. Students in this situation must report to Center for America's Veterans and their professors so that a file can be established which records the academic progress of the student at the time of activation or deployment. The Center for America's Veterans should obtain all information regarding the student's academic progress so that the student can be notified in writing or electronically of his or her standing in each course before departure. However, within 90 days after release from active duty or return from emergency deployment, a student who has elected to take incompletes in his/her classes may make arrangements to take the final exam and receive a grade in accordance with AOP 12.12: Credit and Grades or may receive full academic credit for each enrolled course of study with the grade earned at the date he or she was called into active duty. Circumstances such as the departure of the instructor may preclude the taking of the final exam, and in such cases the student will receive the grade earned at the date of departure to active duty.

If the student elects to take the final exam, the score on the final exam plus the completed course work for the semester from which the student was called to active duty will constitute the undergraduate student's final grade. A graduate student receiving a grade of I under the conditions of military duty will be allowed to complete all the work no later than the last day of class of the next semester (excluding summer) after the student's next enrollment. The score on the final exam plus the graded work of the semester not completed will constitute the graduate student's final grade.

### **REVIEW**

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

**REVIEWED:**

/s/ Peter Ryan 2/9/2022  
Executive Vice Provost for Academic Affairs and  
Dean of the Graduate School Date

/s/ David Shaw 2/16/2022  
Provost and Executive Vice President Date

/s/ Jason Barrett 10/1/2022  
President, Robert Holland Faculty Senate Date

/s/ Tracey Baham 12/7/2022  
Associate Vice President, Institutional Strategy & Effectiveness Date

/s/ Joan Lucas 2/10/2023  
General Counsel Date

**APPROVED:**

/s/ Mark E. Keenum 3/27/2023  
President Date