

# Student Absences due to Military Service



Effective:

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## Applicability

This policy applies to Drexel University and all of its subsidiaries and affiliates

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## Issuing Office

Office of the Provost

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## I. Policy Statement

Drexel's academic community includes a number of veteran and military students. At times these students may be called to fulfill their duties for training or deployment. Drexel has a number of procedures in place to support such students during service related absences.

## II. Procedures

### A. Short Absences (less than 30 days)

Military students (including those in the Reserve or National Guard) may have required military activities which cause the student to be absent from class for a short period of time (typically 2-3 weeks once a

year). These absences qualify as “excused absences” which means that the absence, with proper arrangement, is not subject to penalty and coursework may be satisfied through agreement between the instructor and the student.

A copy of military orders should be presented to the instructor as soon as they are available.

## **B. Long absences (30 days or greater)**

In the case of a longer activation or deployment, the student should consult with his/her advisor for coordination with instructors to determine the best course of action based on the length of absence and percentage of the term completed. The resolutions may include: course drops without academic or financial penalty, alternate methods to complete coursework, or an incomplete.

- An alternate method to complete coursework, including online engagement, is appropriate for students who are enrolled in a quarter or semester, have completed the majority of a course, wish to complete the course and are deployed to active duty military service before the current term has ended, and the course is also available in an online format.
- An incomplete is appropriate for students who are enrolled in a quarter or semester, have completed the majority of a course, wish to complete the course and are deployed to active duty military service before the current term has ended. If the student elects to receive an “INC” (Incomplete), the regulation regarding conversion of an “INC” to “F” grade will be suspended until the student returns to campus. Should the student not return to Drexel, the “INC” will revert to a “W” (Withdrawal).
- If the student leaves at a point in the semester after which a significant amount of work has been completed, the student may request the assignment of a grade for work completed. This option requires joint agreement of the student and faculty member(s).
- The Late Drop Process is appropriate for students who are enrolled in a quarter or semester, are deployed to active duty military service and must begin that duty before the current term has ended.
- A Leave of Absence is appropriate for students who are deployed to active duty military service, but do not need to begin duty during a current term; for example, if duty will begin during a future quarter or semester before classes begin.

Students should complete appropriate Late Course Drop or Leave of Absence forms and include a copy of the applicable military orders to qualify for the considerations detailed in this policy.

### **1. For students electing to drop courses:**

#### **a) *Tuition Charges and Student Account Balances***

If an enrolled student is deployed to active duty military service during the term, the student can:

- Drop all classes and all tuition charges will be waived with:
  - Personal payments refunded
  - Financial aid adjusted as required
  - Financial aid refunds repaid by student if appropriate
  - Maintain all or part of enrollment with:
    - Tuition adjusted accordingly
    - Financial aid adjusted as required
    - Financial aid refunds repaid by student if appropriate

If there are unpaid student account balances at time of deployment, the university will work with individual students on payment arrangements. No collection actions will occur during deployment; however, student must resolve any unpaid balances prior to subsequent enrollment.

b) ***Room and Board***

If an enrolled student is deployed to active duty military service during the semester, the student's dining and residence hall contract will be adjusted as follows.

- Board fees will be prorated from the dining hall opening date.
- A per diem refund of the room rent will be issued based on the student's official check-out date.

**C. Noncompliance**

Any violation of this Policy and procedure or failure to timely cooperate in complying with its provisions by faculty or professional staff may result in disciplinary action up to and including dismissal.

**D. See also:**

***Readmission After Military Service***

Please Note:

If you are a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and who is ordered to state military service or federal service or duty, the following apply:

- 1) Receive a full refund of tuition and mandatory fees in case the student withdraws from the entire registration

2) The student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full if arrangements have been made with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.