



Policy Title:	Student Military Service Policy
Policy Number:	STUD-302
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Policies Superseded:	AC-030; ACAD-132
Policy Management Area(s):	Student Affairs

SUMMARY:

In accordance with the South Carolina Code of Laws, section 59-101-395 (refund of tuition and academic fees for military service; opportunity to complete courses), this policy addresses situations when a student is activated for full-time military service during a time of national crisis and, therefore, is required to cease attending a public institution of higher learning without completing and receiving a grade in one or more courses. This policy will also include students who have orders to attend initial entry training for the military.

This policy applies to students who will be attending initial entry training, or are concurrently enlisted in the military and enrolled at the University who are either non-voluntarily activated or who have been requested by their military chain of command to volunteer for activation due to possessing a specialized skill. The policy does not apply to non-military students who actively choose to withdraw from a semester prior to enlisting nor does it apply to regular yearly training obligations for those serving in the National Guard or Armed Forces Reserves. Since yearly training obligations are known commitments, students are expected to proactively plan their academic schedules around such activities.

This policy addresses situations in which currently enrolled students who are members of the National Guard or Armed Forces Reserves are called to active duty by order of the President of the United States or by the Governor of their state during a national or state emergency, or receive orders to attend initial entry training. The general University policy for students serving in the National Guard or Armed Forces Reserves who are called to active duty during an academic term is to provide a full withdrawal from the University without academic penalty (grade of "W;" 100 percent refund) and to suspend the normal policy of converting grades of incomplete to grades of "F" after one major semester. This policy will apply only to courses in which the student is enrolled at the time the emergency is declared, or at the time they receive their orders for initial entry training.

POLICY:

I. WITHDRAWAL PROCEDURES

Any undergraduate or graduate student who is a member of the National Guard or Armed Forces Reserves and who has received written active duty orders, to include orders for initial entry training must coordinate their withdrawal from the University as follows:

- A. If the student seeks to remain actively enrolled in any course and complete the course via a distance learning format, the student must meet with the instructor of the course to determine whether that option is possible.
 - 1. The student must show written documentation of their military orders or alert notice to the instructor.
 - 2. The student and instructor will discuss whether it is possible to remain enrolled in and complete the remainder of the course (within the semester) via a distance learning format.
 - a. A determination will be made based on the student's current progress in the course, the content left to be completed, whether the remaining content is compatible with a distance learning format, and if the student learning objectives for the course can be achieved via that format.
 - 3. If the instructor of the course determines the student can complete the course within the semester via distance learning format, the instructor will provide a written statement of approval to the student.
 - 4. The student then retains each of the written approval statements for their withdrawal meeting with the University Registrar.
- B. If the student seeks to have an incomplete grade assigned in any course, the student must meet with the instructor of the course to determine whether that option is possible.
 - 1. The student must show written documentation of their military orders or alert notice to the instructor.
 - 2. The student and instructor will discuss whether receiving an incomplete grade for the course is appropriate, based on the student's current progress in the course and the course content left to be completed.
 - 3. If, at the discretion of the instructor, an incomplete grade is warranted, the instructor and student will complete an Assignment of Incomplete Grade form (in accordance with University policies).
 - a. Special care should be exercised by the student and instructor to clearly state the specific "Conditions for Removal" at the bottom of the form. This will specifically protect the instructor and the student from miscommunication and will serve as a contract for the completion of the course.
 - b. The student may take up to 12 months after release from active duty to complete the course work (note: copies of the military

release orders must be provided to the Registrar before the student will be allowed to complete the course).

4. The student then retains each of the completed “Assignment of Incomplete Grade” forms for their withdrawal meeting with the University Registrar.

C. The student meets with the University Registrar to complete their withdrawal.

1. The student must provide written documentation of their military orders or alert notice.
2. The student must provide all written authorizations (to complete a course via distance learning). Those courses will remain actively enrolled.
3. The student must provide all completed “Assignment of Incomplete Grade” forms. Those courses will be assigned a grade of “I” (incomplete).
4. All remaining courses will be assigned a grade of “W” (withdrawal).
5. In conjunction with the Registrar or designee, the student will complete a “University Semester Withdrawal” form.
 - a. The Registrar and student will conduct teleconference exit interviews with representatives of the Financial Aid Office, the Office of Student Accounts, the Office of Veterans Services and University Housing (where applicable). The purpose of each teleconference is to inform the student of their obligations and any additional steps that they may need to take.
 - b. At the conclusion of the teleconferences, the student will sign the form, indicating that they have been informed of their obligations. Should any additional in-person meetings with an office be necessary as determined during a teleconference, it is the responsibility of the student to follow up with each of those individual offices before leaving the University on deployment.

D. Once the withdrawal has been completed, one of the following two financial options will apply to the withdrawn student:

1. **Total withdrawal from all courses with grades of “W:”**
 - a. The student will receive a complete withdrawal from classes with a 100 percent refund of tuition fees.
 - b. The student will be issued a prorated refund of room and meal plan fees.
2. **Negotiated Combination of Grades (“I” = Incompletes, “W” = withdrawals, and active enrollments)**
 - a. The student will be issued a 100 percent refund for each course for which a grade of “W” was received.
 - b. No refund will be issued for any course for which a grade of “I” was negotiated with a course instructor.

- c. No refund will be issued for any course that the student remains actively enrolled in (i.e., will complete via distance learning format).
- d. The student will be issued a prorated refund of room and meal plan fees.

II. TUITION CHARGES AND REFUNDS

- A. If a student receives active duty orders during a time of national crisis or for initial entry training, and elects and is approved to receive “W”s for all courses, then 100 percent of tuition and academic fees will be refunded. During the withdrawal process, however, such students may request financial credit be applied for a future academic term at the University instead.
- B. If a student receives active duty orders during a time of national crisis or for initial entry training, and elects and is approved to either remain actively enrolled in, or to receive a grade of “I” in, any course, tuition and fees will be charged for each such course. The remaining funds will be refunded or applied to a future term.

III. ROOM ASSIGNMENTS AND MEAL PLANS

All room assignments and meal plans will be terminated and refunded to the student with orders for deployment or initial entry training less a daily pro rata amount calculated through the official date of University Housing checkout or last meal plan usage, respectively. Application or housing prepayment fees collected for future terms that will occur during the student’s deployment or initial entry training will be refunded, and the application will be cancelled. As per the University Housing license agreement, service members who are deployed or attending initial entry training will not be charged a license agreement release fee.

IV. REINSTATEMENT/READMISSION

If the student who is deployed or attending initial entry training fully withdraws and remains absent for one or more major semesters (16 weeks), then the student must apply for readmission with the Office of Admissions under the standard “Readmission of Former Students” procedure found in the current University Catalog. A readmission application is necessary for all students wishing to reenroll so that required adjustments in the student information system can be made and so that the University can inform the reenrolling student about academic advising, registration procedures, housing options, tuition charges and financial aid options.

Every consideration will be made to ensure that the student who was formerly deployed or attended initial entry training is readmitted with the same academic status as at the time of the active duty withdrawal. Any application fee will be waived.