

UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Military Policy (number AP1126)**
Cabinet Division: **Registrar's Office (Enrollment Management)**
Date Revised: 5/18/11 (approved by Faculty Senate)

I. Background and Purpose

- 1.1 This will assist veteran students who must leave classes prior to the end of a term, or arrive late for the first day of classes, or are called to duty during the middle of a term, due to a military assignment.

II. Constraints

- 2.1 There are no constraints

III. Definitions

- 3.1 A veteran student is one who receives military funding to assist with tuition and other educational expenses. It can also be the child or spouse of a veteran who is called to active duty.

IV. Policy Statements

4.1 LATE START

- 4.1.1 Veteran students, or children, or spouse of a veteran student, (already enrolled) who notify the Registrar that s/he must begin attending classes after the first day of a term, due to a military assignment, will be allowed to do so up through the 15th class day of the semester.
 - 4.1.2 Late fees will not be charged to the veteran student, his/her children or spouse who make this request.
 - 4.1.3 The veteran student, his/her children or spouse must provide a copy of the veteran's military orders to the Registrar and state in writing when the veteran will be released and able to attend classes.
 - 4.1.4 The Registrar will send email notices to the following, notifying them of the first day the veteran student, or child or spouse, plans on attending classes for the respective term:
 - Dean of Students
 - Cashier's Office
 - Financial Aid Office
 - Residence Life Office
 - Faculty for all classes in which the veteran student, child or spouse, is currently enrolled
 - 4.1.5 The Registrar will place an Advising hold (negative service indicator) on the veteran student, child or spouse's record to ensure s/he meets with the Veteran's Official in the Registrar's Office upon return to UW-Superior.
 - 4.1.6 The veteran student, child or spouse returning from military duty shall report to the Veteran's Official in the Registrar's Office upon her/his return to discuss starting classes late and the problems associated with late enrollment.
 - The Veteran's Official shall release the hold (upon meeting with the student)
 - 4.1.7 The Bursar shall withhold any funds to the veteran student, child or spouse, until the Veteran's Coordinator has released the Advising hold.
 - 4.1.8 Faculty will make every attempt to accommodate students for whom this policy applies.
 - 4.1.9 Students are responsible for completing all course requirements (including any portion they may have missed).
- ### 4.2 LEAVE DURING & RETURN PRIOR TO END OF TERM
- 4.2.1 A veteran student who receives *verified* military orders (copy of military orders is required) requiring him/her to stop-out for a short duration within a term may request to continue enrollment and participate in the course if:
 - 4.2.1.1 The student is currently passing the course
 - 4.2.1.2 The student has a cumulative GPA of at least 2.5
 - 4.2.1.3 The student will miss less than 25% of the total class days for the entire class.
 - 4.2.1.4 The student must consult with the instructor of the course to ensure all required work is completed prior to the end of the term.
- ### 4.3 LEAVE BEFORE END OF TERM
- 4.3.1 A veteran student, child or spouse, initiating a Total Withdrawal due to *verified* military activation (copy of military orders) shall be given a choice to either Withdraw from all classes or receive Incomplete grades.
 - 4.3.2 Withdraw from all classes and be given a full tuition refund of monies paid by the student.
 - Students who receive the WI GI Bill Waiver, will not receive a refund because their tuition is waived.
 - Students who qualify for Chapter 33 benefits will not receive a refund because their tuition and fees is paid by the Department of Veterans Affairs.
 - Students seeking a total withdrawal will receive W grades on their transcript, regardless of the date of withdrawal.

- 4.3.3 Receive Incomplete grades for classes, if the military activation date is within three weeks from the end of a term.
- Veteran students, child or spouse are provided with written procedures, from each faculty member assigning an Incomplete grade, for completing any coursework in which he/she is doing satisfactory work.
 - According to UW-Superior Policy #AP1102, Incomplete grades lapse to Failing grades after one term. If a veteran student should need longer than one semester, following the semester in which the Incomplete was given, to complete the work; sh/e should consult with the faculty member who assigned in the Incomplete grade. If the student and the faculty member agree to extend the Incomplete deadline for another semester, the faculty member shall notify the Registrar of the extension.
- 4.4 In the event of immediate deployment, the Dean of Students will be empowered to act on behalf of the veteran student, child or spouse for purposes of completing withdraw procedures.
- 4.5 Students are responsible for completing all course requirements (including any portion they may have missed).

V. Policy Procedures

- 5.1 See above.

VI. Compliance

- 6.1 Approved by UAAC (4/26/11), Faculty Senate (5/18/11) and Provost Hensrud (5/27/11)
- 6.2 No consequences
- 6.3 Faculty, Department Chairs and Enrollment Management staff are aware of this policy change.

VII. Attachments

- 7.1 no attachments