



Category
<b>POLICY: 3-37 Military Leave Policy</b>
Approval
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Responsible Party: Vice President of Student Success

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### **Policy Statement**

WSU Tech supports students who are members of the United States Armed Forces and Reserve Units. This policy applies to WSU Tech students and spouses who are U.S. military personnel seeking to withdraw due to military service or reenroll to the program that they previously attended.

### **Withdrawal Requirements**

A student requesting to withdraw from courses for military service must give advance written notice to their Academic Advisor before the course end date. The student should submit a drop form with a copy of military orders as soon as they are available. The student will be withdrawn from their current courses and will be refunded at 100% of the tuition and fees charged for the courses.

If the student is required by the military to leave immediately, a family member or other designated party may submit a copy of the orders on the student's behalf to be withdrawn.

### **Course Completion Requirements**

Students who are called to active duty have the ability to pursue course completion as well.

#### **Short Periods of Military Duty (Up to 2 weeks)**

At times students may be called to fulfill their duties for training or short-term deployment, which cause students to be absent from classes for a short period of time. These absences qualify as “excused absences” and are not subject to penalty and coursework may be satisfied through agreement between individual instructors and students.

A student who will be absent for up to two weeks will be allowed to make up any missed work within a reasonable time frame without a grade penalty (usually within 30 days). It is the responsibility of the student to communicate in writing directly with each instructor, as far in advance as possible, so appropriate accommodations can be made. Students are also strongly encouraged to complete coursework in advance, whenever possible.

Faculty members are expected to make reasonable academic accommodations or opportunities for students to complete course assignments and/or exams. Students will provide faculty members with a copy of their official military documentation with as much advance notification as possible for absences that will result from temporary responsibilities of their military obligations.

### **Extended Periods of Military Duty (More than 2 weeks)**

If a student has been actively attending a course, they can be granted a temporary incomplete grade (with instructor agreement) with the right to complete all coursework without further payment of tuition or fees. It is the student's responsibility to initiate the Incomplete Grade Contract request with their instructor and follow all requirements as outlined in policy 5-01 Academic Code of Conduct.

### **Re-Admission Requirements**

Active duty military and veterans are allowed to return and complete their program if they started and will be readmitted with the same standing they had when they left the college. The student must notify their Academic Advisor and provide documentation of military service when requesting readmission to their program within three years after completion of service.

The student shall be readmitted with the following stipulations:

- Student will be readmitted to the same program (if program is still offered) or a similar program, unless a different program is requested by the student. The student must meet all requirements for admission to the alternate program and additional prerequisite courses may be necessary.
- Reenrollment in certain sequential degree programs may require a student to wait until a semester when the classes needed are offered again.
- Student will be allowed to reenroll with the same enrollment status, number of credits, and academic standing as when the student was last in attendance.
- Student will be allowed to enroll in classes that begin after they provide notice of the intent to readmit.
- Student will be assessed the same tuition and fee charges they would have been assessed when they left for military service for the first year after readmission

### **Administrative Exceptions**

The appropriate Academic Vice President or designee may grant exceptions to the provisions of this policy when warranted by individual circumstances, applicable law, military obligations, or in the best interest of the student and the institution. Any such exceptions will be reviewed on a case-by-case basis and documented appropriately.