

## Faculty Handbook 2011-12

### 3.29 Military Duty (5/11)

1. If the government of the United States drafts a student or the government of the United States or the governor of one of the several states calls a student to military duty or training during an academic semester, the University shall fully refund the tuition and academic fees that the student has paid to the University for that semester. The University shall refund University housing charges and University meal plan charges for that semester on a pro rata basis from the day that the student departs campus for military service or training. The University shall refund any financial aid paid toward the aforementioned expenses to the source of the financial aid. The University shall issue no refunds to a student who has earned academic credit for the semester.
2. If the government of the United States drafts a student or the government of the United States or the governor of one of the several states calls a student to military duty or training during a future semester in which the student has preregistered, the student must determine whether the anticipated date of service or training will allow the student to attend classes in the subsequent term. If the student chooses to withdraw from the courses in which he or she has preregistered before the semester begins, the University shall refund all charges in accordance with the provisions of paragraph 1. If a student chooses to begin the semester and later must withdraw from classes while the semester is in session to perform military duty or training, the University shall refund all charges in accordance with the provisions of paragraph 1.
3. If the government of the United States or the governor of one of the several states calls a student to military duty in response to a public emergency, natural disaster, or war, and the student is unable to meet with an officer of the University in person before he or she must report for duty, the student may request by postal mail or electronic mail that an officer of the University complete the forms necessary to withdraw the student from classes and perform the financial actions established in paragraph 1.
4. If, after the tenth week of a semester, the government of the United States drafts a student or the government of the United States or the governor of one of the several states calls a student to military duty or training, the student may, at the discretion of the dean of the college or colleges that offer the courses in which the student is enrolled during that semester, make arrangements to take the final examinations or otherwise complete the requirements of the courses in which the student is enrolled during that semester.
5. The student must provide original military duty or training orders to the Veterans Administration Certifying Official in the Office of Financial Aid for the provisions of Section 3.29 to take effect.