

MILITARY SERVICE ABSENCE - STUDENTS

POLICY NUMBER: AAPC-MILSERV-STUDENT

POLICY TYPE: ACADEMIC & ADMISSIONS POLICY COMMITTEE

RESPONSIBLE OFFICIAL TITLE: VICE PRESIDENT FOR ENROLLMENT & DEGREE MGMT.

RESPONSIBLE OFFICE: VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS

EFFECTIVE DATE: UPON PRESIDENTIAL APPROVAL – 02/09/2021

NEXT REVIEW DATE: PRESIDENTIAL APPROVAL PLUS FOUR (4) YEARS – 02/09/2025

SUPERSEDES POLICY DATED: 04/27/2015

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

Northern Kentucky University (NKU) recognizes and appreciates the important contributions made by Active Duty, Reserve, National Guard, and ROTC military students in service to their country of allegiance. The University understands that students may be called into active military service for periods longer than 14 days or be required to be absent from class for shorter durations to fulfill military obligations.

To assist as well as protect and safeguard the student's status, the University considers absences in response to military obligations as excused absences for all military students from all countries.

The University has adopted an Active Duty Military Absence option for absences longer than 14 days. The University also has developed a Short-Term Military Absence option for absences that exceed the attendance policy for the course(s) or last up to two weeks during the fall and spring semesters. The Short-Term Military Absence option will apply to an equivalent time period in reduced semesters (e.g., 7-week terms and summer terms). Examples of Active Duty Military Absence include, but are not limited to, individual or unit calls to active duty for deployment, natural disaster response, or receipt of military permanent change of station orders. Short-Term Military Absences may include, but are not limited to, funeral honor guard details, periodic training/drill obligations, ROTC field training exercises, or service-related medical appointments.

Students must provide instructors advance notice of absences and provide copies of their official military documentation (paper, electronic orders, or a unit's memorandum). It is the responsibility of the student to request the opportunity to complete missed work and to complete coursework according to the terms mutually agreed upon between the instructor and the student. Registration for those courses in which instructors accommodate the absence will remain intact, and tuition and mandatory fees will be assessed in full for those courses.

After discussion with the instructor, it may be possible that the only viable option is to withdraw from some or all courses. Should a withdrawal be necessary or adjustments be made for a course, the student will follow the procedures identified in option A or B.

Option A: Active Duty Military Absence

This option applies to students whose Active Military Duty report date occurs during a term in which the student is enrolled, and the length of the orders will prevent the student from completing the session or semester.

Students who are called up should bring a copy of their official military documentation (paper, electronic orders, unit memorandum) to the Office of the Registrar as soon as possible after the documentation is available. Documentation may be delivered by a friend or family member. The Office of the Registrar will guide the student through the relevant process:

- Orders require student to report during the first 12 weeks of the semester, or equivalent period during a shorter academic session:
 - Complete withdrawal with a full refund for the semester or session
- Orders require student to report during the 13th or 14th week of the semester, or equivalent period during a shorter academic session:
 - Complete withdrawal, receiving a grade of W in each course, with a full refund for the semester or session
 - Receive the grade earned to date for each course
- Orders require student to report during the 15th or 16th week of the semester, or equivalent period during a shorter academic session:
 - Receive the grade earned to date for each course

Option B: Short-Term Military Absence

This option applies to the following situations:

Fall and Spring Semesters:

1. Absences that exceed the attendance policy for the course(s), or
2. Absences that last up to two weeks

Reduced Semesters (e.g., 7-week terms and summer terms):

1. Absences that exceed the attendance policy for the course(s), or
2. Absences that last up to one week

Complete withdrawal from each course, receiving a 100% refund, if an **accommodation agreement between the student and instructor is not reached**.

II. ENTITIES AFFECTED

All students in Active Duty, Reserve, National Guard, and ROTC, regardless of country of allegiance.

III. DEFINITIONS

Certifying Official: An NKU staff member authorized to report enrollments to the VA Education division. Certifying Officials are approved by the Registrar and their names are maintained at the VA as the only people who can communicate with the VA regarding enrollments/tuition payments for students using a GI Bill.

Report Date: The date on the orders in which the student must report for duty. This date is not likely the deploy date, but instead the date when training for assignment begins.

IV. RESPONSIBILITIES

The Certifying Official and Office of the Registrar will collaborate and obtain a copy of the official military documentation. The Certifying Official and the Office of the Registrar will work with the student and instructor to ensure complete understanding of the policy and the impact of the policy on the academic record. All parties will be notified and provide assistance in completing the form if necessary.

If the student is serving in a country other than the United States, the Office of International Student and Scholar Services may be required to verify the student's military necessity for withdrawal.

Student Accounts Services will be notified of any withdrawal in the event that a refund should be awarded.

Student Financial Assistance will be notified of any withdrawal in the event that any federal student aid should be refunded.

Instructors are to award grades when necessary, per this policy.

V. COMMITTEE

The [U.S. Department of Veteran Affairs' Principles of Excellence program](#), which NKU adheres to, states that schools that are part of the program must, "Allow for you to be gone for both long and short periods of time due to service obligations (service you must fulfill) for active-duty service members and Reservists."

VI. PROCEDURES

1. Once the student is aware of call to duty, the student should contact the Certifying Official at NKU. The student will be advised of the policy and the procedures. If a withdrawal is under any consideration, the student will immediately notify and collaborate with their instructors.
2. The Certifying Official will collect a copy of the official military documentation and other supporting documents. Any questions regarding the decision will be answered and explained to the student.
3. Per the student's documentation, the following may occur:
 - a. Withdraw from all courses with a 100% refund with the report date used as the effective withdrawal date. The student's record is updated accordingly.
 - b. Certifying official will request the grade earned to date by the report date from each instructor, and that grade will be recorded by the official in the Office of the Registrar.
 - c. Withdraw from selected courses indicated on the Notification form with the report date used as the effective withdrawal date.
4. All students, no matter their active service status, may apply for readmission at any time after their return from active duty. Any student returning to NKU who receives federal student aid may have other requirements to consider when re-enrolling.

VII. REPORTING REQUIREMENTS

Required reporting, outside of notifying Student Account Services, Student Financial Assistance, and the instructors, includes notifying the VA Education Division for students using a GI Bill or VA Education Benefit. This will be done by the Certifying Official per the VA reporting guidelines. Student Account Services will process and return any federal Tuition Assistance refunds, and Student Financial Assistance will process and return any state Tuition Assistance refunds in accordance with Title IV.

VIII. EXCEPTIONS

Any course withdrawals not included in the documentation will be processed in accordance with the dates and deadlines published on the University's Academic Calendar.

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision & Name Change from "Student Absence Due to Military Service"	February 9, 2021
Formatting & Minor Editing	June 28, 2019
New Policy	April 27, 2015

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PRESIDENTIAL APPROVAL

PRESIDENT

Signature *Ashish K. Vaidya*

Date 2/9/2021

Ashish K. Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.

Date of Board of Regents meeting at which this policy was reported: 3/10/2021.

This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.

The Board of Regents approved this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)

The Board of Regents rejected this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

VICE PRESIDENT & CHIEF STRATEGY OFFICER

Signature *Bonita Brown*

Date 3/15/21

Bonita J. Brown