

STUDENT ABSENCE DUE TO MILITARY SERVICE

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ACADEMIC & ADMISSIONS POLICY COMMITTEE

RESPONSIBLE OFFICIAL TITLE: VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS

RESPONSIBLE OFFICE: OFFICE OF THE VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS

EFFECTIVE DATE:4/27/2015

I. POLICY STATEMENT

Northern Kentucky University recognizes and appreciates the important contributions made by Active Duty, Reserve, National Guard, 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, Northern Kentucky 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 to be considered for absences longer than 14 days. The University also has developed a Short-Term Military Absence policy 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 policy will apply to an equivalent time period in reduced semesters (e.g., 8-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 classes. Should a withdrawal be necessary or adjustments be made for a course, the student will follow the procedures identified in option A and B.

- Option A

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, or no later than 6 months from the end date. Documentation may be brought in by a friend or family

member, or faxed to (859) 572-6094. The Student Absence Due to Military Service form, available on the Registrar's Office website, must accompany the orders.

- 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 as follows:

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., a-week term 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 in each course, receiving a 100% refund.
 - Continue enrollment in some coursework, while withdrawing from the courses listed below, receiving 100\$ refund from the withdrawn courses. Student will work with the instructors of the remaining courses to establish expectations and deadlines for making up any missed work and completing the remaining courses.

Withdraw, with a W, from the following courses: (Include course prefix, course number and section, i.e. MAT 212, 001)	
1.	_____
2.	_____
3.	_____

II. ENTITIES AFFECTED

All students in the active armed forces, reserve forces and state National Guard units regardless of country of allegiance

IV. 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.

V. RESPONSIBILITIES

The Certifying Official and Registrar's Office will collaborate together and obtain a copy of the official military documentation. The Certifying Official and the Registrar's Office 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 Students and Scholars may be required to verify the student's military necessity for withdrawal.

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

Financial Assistance (FA) 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.

VI. COMMITTEE

Principles of Excellence Committee (formed to ensure compliance with federal regulations)

VII. PROCEDURES

1. Once the Student is aware of call to duty, the student should see the Certifying Official in the Veterans Resource Station. The student will be advised of the policy and given a Student Absence Due to Military Service form. If a withdrawal is under any consideration, the student will immediately notify and collaborate with the instructor.
2. The Certifying official will collect a copy of the official military documentation and completed Absence form. Any questions regarding the decision will be answered and explained to the student.
3. Per the student's form, the following may occur:
 - a. Withdraw from all classes with a 100% refund with the report date used as the effective withdrawal date. Student is then Deregistered using "Military/Civil Service" as reason for withdrawal.
 - 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 Registrar's Office. Student is then Deregistered using "Military/Civil Service" as reason for withdrawal.
 - c. Withdraw from selected courses indicated on the Notification form with the report date used as the effective withdrawal date.
4. The student may return NKU within 3 years of the end of active military duty, per Federal Student Aid handbook, chapter 3, volume 2, which is what the federal government expects us to follow. All students,

no matter their active service status may apply for readmission at any time after their return from active duty.

VIII. REPORTING REQUIREMENTS

Required reporting, outside of notifying SAS, FA 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 within 30 days of the withdrawal date. SAS will process and return any federal Tuition Assistance refunds, and FA will process and return any state Tuition Assistance refunds in accordance to Title IV.

IX. EXCEPTIONS

Due to the sensitive nature of this information, late submissions will be accepted and processed. However, retroactive withdrawals cannot be processed more than 6 months from the "end of active duty" date. The Registrar's Office and the Certifying Official will verify end dates to determine whether or not a late withdrawal will be allowed.

Any withdrawals not included on the Absence form, meaning submitted by the student using myNKU, will be processed in accordance with the dates published on the University's Academic Calendar and may not be eligible for a refund. Appeals will be considered within 6 months of the "end of active duty" date. The student will need to provide a copy of the official military documentation before an appeal will be considered.

XI. COMMUNICATIONS

A notification of the change in policy will need to be sent to Student Accounts Services, Financial Assistance and to all faculty. This will come from the Registrar's Office.

XII. REFERENCES AND RELATED MATERIALS

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
New Policy	04/27/2015
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	