The University joins the nation in wishing you a safe and speedy return.

According to the Board of Regent’s Learning Technology Policy 2.3.1 – National Guard Mobilization, I am requesting the awarding of Academic Credits/Grades as indicated below.

Please initial the item(s) that applies to you, and specify semester/year: __________________________  Semester and Year

First initial ______ I want to have my registration cancelled in all courses.

First initial ______ I want to resign with grades of “W” in all courses.

First initial ______ I want to receive a grade of “W” in the following courses______________________, and a grade of incomplete (with the instructor’s concurrence) in these courses____________________.

First initial ______ I want to receive final grades in all courses based upon the coursework completed up to the date of mobilization/activation.

First initial ______ I want to receive a grade of “W” in the following courses______________________, a grade of incomplete (with the instructor’s concurrence) in____________________, final grades based on the coursework completed (with the concurrence of instructors) in these courses____________________, and take an early final exam (with concurrence of instructor) in the following courses____________________.

Military orders attached ______

Orders being sent by __________________________

On National Guard List ______

Orders unavailable, verification will be provided upon return __________________________

Student’s Signature __________________________________ Date __________________________

***************For Office Use Only***************

Decision: Approved ______ Denied ______ Based on Military Orders

Action: Cancellation ______ Resignation ______ Final grades ______ Incomplete grades ______ W grades ______

Signature of University Registrar __________________________ Date __________________________
NATIONAL GUARD MOBILIZATION/ACTIVATION POLICY

I. Awarding of Academic Credit/Grades

A. Mobilization/Activation during the first fourteen (14) class days of a regular semester [seven (7) days for summer sessions] will result in the complete withdrawal of the student from the university without penalty and without punitive grade. Tuition and fees which have been paid will be refunded 100 percent. Room and board payments will be refunded on a pro-rated basis.

B. Mobilization/Activation during the period between the fifteenth (15th) class day [eight (8th) class day for summer sessions] and the last day to withdraw from classes with a grade of “W” will result in the awarding of the grade of “W” in all classes in which the student is officially enrolled. Tuition and fees which have been paid will be refunded 100 percent exclusive of student insurance fees and other non-refundable fees. Room and board payments will be refunded on a pro-rated basis.

C. Mobilization/Activation during the period between the next class day after the last day to withdraw from classes with a grade of “W” and approximately one (1) to two (2) weeks [five (5) to ten (10) class days] prior to the end of a regular semester [three (3) to six (6) class days for a summer session] will result in the student:

1. Choosing to take the grade of “W” in all courses in which the student is officially enrolled. In this case, tuition and fees which have been paid will be refunded 100 percent exclusive of student insurance fees and other non-refundable fees. Room and board payments will be refunded on a pro-rated basis; or

2. Requesting, with the concurrence of the instructors of the affected courses in which the student is officially enrolled, to take an incomplete grade in some or all of these courses. Students are cautioned that prolonged absence may affect their ability to complete the coursework required for removal of incomplete grades. The student may choose to take the grade of “W” in some courses and request the grade of incomplete (with the instructor’s concurrence) in other courses. This option will result in a refund of that portion of tuition paid for those courses in which the student chooses to receive a grade of “W” (fees will not be refunded). Room and board payments will be refunded on a pro-rated basis.

D. Mobilization/Activation during the last five (5) to ten (10) class days of a regular semester [three (3) to six (6) class days for a summer session] will result in the student:

1. Choosing to take the grade of “W” in all courses in which the student is officially enrolled. In this case, tuition and fees which have been paid will be refunded 100 percent exclusive of student insurance fees and other non-refundable fees. Room and board payments will be refunded on a pro-rated basis; or

2. Requesting, with the concurrence of the instructors of the affected courses in which the student is officially enrolled, to take an incomplete grade in some or all of these courses. The student may choose to take the grade of “W” in some courses and request the grade of incomplete (with the instructor’s concurrence) in other courses. This option will result in a refund of that portion of tuition paid for those courses in which the student chooses to receive a grade of “W” (fees are not refunded). Room and board payments will be refunded on a pro-rated basis; or

3. Requesting, with the concurrence of the instructors of the affected courses in which the student is officially enrolled, to receive a final grade in some or all of his or her courses based upon the student’s work in the courses up to the date of mobilization/activation. The student may request incomplete grades (with the concurrence of course instructors) in some courses, choose the grade of “W” in some courses, and request final grades based on coursework completed (with the concurrence of course instructors) in some courses. This option will result in a refund of that portion of tuition paid for those courses in which the student chooses to receive a grade of “W” (fees are not refunded). Room and board payments will be refunded on a pro-rated basis, or

4. Requesting, with concurrence of the instructors of the affected courses in which the student is officially enrolled, to take an early final examination in some courses in order that the instructor can determine a final course grade for the student. The student may request (with the concurrence of the course instructors) to receive a final grade based upon coursework prior to the date of mobilization/activation in some courses, request (with the concurrence of course instructors) incomplete grades in some courses, choose the grade of “W” in some courses, and request early final exams (with the concurrence of course instructors) in some courses. This option will result in a refund of that portion of tuition paid for those courses in which the student chooses to receive a grade of “W” (fees are not refunded). Room and board payments will be refunded on a pro-rated basis.

II. Time Limit for Removing Incomplete Grades

If the mobilized/activated student requests (with the concurrence of the course instructors involved) incomplete grades in all or some of the courses in which he/she is officially registered, the student shall have no longer than one year after conclusion of the involuntary term of active duty, to meet with university officials and work out a timetable for removing the incomplete grade(s).

III. Academic Status upon Reenrollment

When students whose higher education academic careers are interrupted by mobilization/activation re-enroll in the same institution within one year of completing their involuntary term of active service, the university will make every possible effort to place those students back into their academic studies track as close as possible to the same place the student occupied when mobilized/activated. The normal readmission application fee will be waived for these students. This will allow students to continue their academic studies with as little interruption as possible.

(Complete policy on file in the Office of the Registrar)