

STUDENTS CALLED FOR MILITARY DUTY

Introduction

The University of Denver supports students called to active duty in the armed services by providing academic support, tuition relief or refunds, and reinstatement of students whose documented service has required their sudden withdrawal or prolonged absence from their enrollment at the institution. Service is defined by voluntary or involuntary active duty in the Armed Forces, including such service by a member of the National Guard or Reserve. When a University of Denver student is under a call or ordered to active duty, the following provisions will apply.

Purpose

This guideline offers suggestions for ways in which academic and administrative units and faculty may assist students who are called to active military duty.

Student Responsibility

A University of Denver student who receives orders to report for active military duty should provide a copy of those orders (including the date in which the orders were made and the “reporting date”) to the Military Education Benefits Coordinator in the Office of the Registrar. The Military Education Benefits Coordinator will provide a copy of the orders and an official leave of absence request (if applicable) to the Office of Graduate Education or Office of Undergraduate Academic Resources and the Office of Financial Aid if the student has a scholarship or other financial aid. The Military Education Benefits Coordinator will notify the faculty members in all courses in which the student is enrolled and will assist with the arrangement of course completion options. It is generally the student’s responsibility to work directly with faculty members to determine appropriate course completion options.

Note: *Should the student not be capable of providing a copy of such orders to the Military Education Benefits Coordinator due to the immediacy of the military assignment, the student must submit official orders, 1) upon return to school, or 2) while on duty. The University can only consider a request for changes to grades or tuition charges with official military orders. The University will make appropriate changes to the student’s records once the official orders are submitted.*

Course Completion Options

- Faculty are urged to work with a student who has received military orders to enable the student to complete the course work whenever it is reasonably feasible for the student to do so.
- If a student receives military orders for an extended period of time and it is highly likely that the student will miss most of the class sessions in the course, the student would be well advised to drop the course.
- If the student receives military orders late in the term, faculty members may offer the student the option of an incomplete if such an option is academically appropriate.

Other Academic Matters

- Service members and reservists who are temporarily unable to attend class or have to suspend their studies due to service requirements are allowed to re-enter a program provided that satisfactory academic progress is being made by the service members prior to suspending their studies. Students’ re-entry or readmission to the University shall be governed by existing policies for re-entry or readmission.
- While graduate students are on a leave of absence due to military deployment, their time away from the University will not count as part of the time limit set for degree completion.

Administrative Matters

- A student who is forced by virtue of military orders to drop selected courses or withdraw from a term should receive a 100% refund of any tuition the student has paid for the courses dropped or withdrawn. Refunds of tuition and fees paid by financial aid or other third parties will be handled by the Bursar and the Office of Financial Aid so as not to disadvantage the student but in accordance with applicable regulations.
- A student on financial aid who is forced by virtue of military orders to drop selected courses or withdraw from a term should not be penalized in terms of financial aid eligibility, making academic progress, or other financial aid criteria.
- If a student has arranged an attempt to complete a course and finds that the nature of the military service prevents the student from completing the course work, the student should notify the faculty member and the Military Education Benefits Coordinator and request their assistance in determining and implementing an appropriate course of action (e.g., requesting an incomplete, dropping the course, and written official leave of absence if needed).
- Room and board charges will be pro-rated based on the student’s official check-out date.
- For new students, an enrollment deposit is required to confirm their acceptance of the offer of admission. If a student is deployed to active duty military service before the beginning of the planned term of enrollment, the deposit will be refunded.
- A student can appeal any administrative decisions that result in his/her required participation in military orders by requesting the procedures for doing so from the Military Education Benefits Coordinator.