

Northwest Missouri State University

Policy and Procedures Manual

Chapter Bursar

Section Students Called to Active
Military Duty

I. Purpose

This policy explains the refund and withdrawal process for students called to active military duty in the course of their trimester of academic study.

II. Policy

Northwest Missouri State University students called to active military duty are entitled to an expedited withdrawal from the University. Northwest has mirrored its policy on the American Association of Colleges and Universities' policy that is detailed as follows:

American Association of Colleges and Universities Policy – September 2001

“President Bush has issued the largest Reserve and National Guard callup since the Persian Gulf War in response to the recent terrorist attacks. Roughly one-fourth of those called to active duty will be college and university students.

Students called to active duty will have their academic progress disrupted. In previous callups, institutions responded with policies that returned tuition, provided for course completion at later dates, and otherwise showed flexibility to ensure that no service member suffered a loss of funds or educational opportunity because he or she was called to serve.

On September 24, 2001, the U.S. Department of Education directed lenders and colleges and universities to provide relief from student loan obligations by postponing student loan payments for borrowers during the period of the borrower's active duty service. Additionally, the Department urged colleges and universities to provide full refund of tuition and other institutional charges and encouraged flexible re-enrollment options for affected students. Student aid recipients who withdraw from school because they are called to active duty, or are otherwise affected by mobilization or terrorist attacks, will not be required to return financial aid funds they received for books and living expenses.

III. Procedures

To initiate the expedited withdrawal process, students need only contact a Northwest faculty or administrative/professional staff member. The faculty or staff member contacted will then notify the offices responsible for overseeing the withdrawal processes. Undergraduate withdrawals are administered through the Advisement Assistance and Resource Office, whereas graduate withdrawals are managed through the Graduate Office.

For record keeping purposes, it is preferred that students also provide a written request (e-mail or letter) stipulating their intent to withdraw from classes and report for active military

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duty; however, if circumstances do not permit this to occur, the withdrawal process may proceed based upon the initial notification. Students supplying copies of their activation orders will receive a complete refund of tuition expenses and a prorated refund of room and board expenses.

Northwest strives to be flexible in support of students called to active military duty. In some instances, students may prefer to request delayed grades as an alternative to withdrawing from their courses, or they may need to drop courses after the deadline has passed. It is important to note that individual faculty members determine whether a delayed grade is a viable option in their respective classes. For students who wish to consider these options, assistance will be provided through the Registrar's Office or the Advisement Assistance and Resource Office.

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Policy for Students Called to Active Military Duty

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