



Policy Name:	Withdrawal of Students Called to Active Military Duty
Effective Date:	Unknown
Last Date of Revision:	April 2021
Last Date of Review:	December 9, 2021
Approving Authority:	Northwest Leadership Team
Responsible Office:	Provost's Office
Category:	Academics and Enrollment

### **Purpose**

To set forth the process for withdrawal from and re-enrollment into the university when a student is called into active military duty.

### **Policy**

Northwest Missouri State University students serving in the National Guard or Reserves who are called to active duty are entitled to an expedited withdrawal from and re-enrollment into the University. Additionally, Northwest will be flexible with students who may not desire to withdraw if only temporarily activated for a relatively short period within the semester. Northwest has mirrored its policy on the American Association of Colleges and University's policy that appears below, and is consistent with Missouri statute 41.948 and federal regulation section 668.18. The federal law is codified under 20 United States Code (U.S.C.) Section 1091c.

### **Withdrawal**

- a) A student will not need to complete their academic withdrawal in person, rather he/she will need to notify a Northwest official of his/her activation. In the event the student is not able to contact Northwest, a family member can submit documentation to initiate the withdrawal for the activated student. Appropriate documentation (such as orders) must be provided at the time of drop. If the notification is during regular business hours, he/she should be referred to the Student Success Center if an undergraduate student or the Graduate Office if a graduate student. If a student contacts a Northwest official during non-business hours, the official shall contact the appropriate office during the next opportunity regarding the student's withdrawal.
- b) Students who supply a copy of the activation orders will receive a complete refund of tuition and related fees and a prorated refund of room and board expenses and parking.
- c) Students will need to make arrangements to return University property by contacting the Student Success Center.

### **Re-enrollment**

- a) If a student has been out at least one full semester, the student must complete the returning student application for admissions and be accepted to the University. No application fee will be required.
- b) The student will contact the Student Success Center to coordinate their enrollment day based on the number of credits already earned. A student will be given the opportunity to register with their respective classification level during continuing student registration or any time after.
- c) During the registration process if a student has difficulty finding needed courses due to closed classes, the Student Success Center will work with academic leadership in an effort to accommodate the student.

- d) Students re-enrolling within 18 months of activation to duty can return to the catalog year during which they were activated. Outside of that 18 month window, re-enrolling students who were activated for duty are able to petition to be reinstated to the catalog year of their activation. If the student's major has been eliminated, the student must work with the Student Success Center to find an alternative major.
- e) Upon re-enrollment, students will have the ability to appeal any outstanding fines or penalties for University property not returned prior to activation.

### **American Association of Colleges and Universities Policy—September 2001**

*“President Bush has issued the largest Reserve and National Guard call up 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 call-ups, 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.”*