TO: Dr. Doug Whitlock  
President

FROM: Sherry Robinson, Executive Assistant to the Provost for Policy and Process

DATE: July 24, 2013

RE: Military Activation and Course Completion Policy

Executive Summary

The requirement for universities to become licensed in the states of residence for online students has necessitated EKU to revise Policy 4.3.14, Military Activation and Course Completion. In order to become licensed in Iowa, where we currently have two nursing students enrolled in the online program, the University’s policy must include spouses with dependents of someone who is called to active duty. Without this policy in place, EKU’s application for registration in Iowa cannot be taken before Iowa’s Board of Commissioners for approval. I am, therefore, submitting the revised policy for approval on an interim basis. The policy, as revised, will then begin the normal vetting process this fall for ultimate approval by the Board of Regents.

The attached revision reflects the required change for registration in Iowa, though we are including all military spouses, not just those with dependents. The revised policy also includes clarifying language that appears on the Registrar’s webpage but that was never approved by the Board of Regents. Finally, the revision adds a statement that instructs a student what to do should the instructor no longer be at EKU when the student returns from active duty.

The revised draft has been reviewed by the Registrar. I have consulted with the Faculty Senate Chair and the Provost regarding an interim policy, and we are agreed to move forward in this manner. Further, if approved by July 29, the revised language can appear in the 2013-14 catalog. Therefore, I submit the revised Policy 4.3.14 for approval on an interim basis with an expiration date of May 15, 2014.

Presidential Action:
☐ Approve interim policy
☐ Do not approve interim policy/recommend waiting until approved through normal process
☐ Other action recommended

Signature

Date 7/24/13

Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer and Educational Institution.
Military Activation and Course Completion

Policy Statement

Students finding it necessary to leave the University because of required active military duty must complete one (1) of the following:

1) Request an official withdrawal through the Office of the Registrar with a 100% refund in all tuition and course fees. Room and board fees would be prorated. The request should be in writing with attached copy of activation papers.

2) Petition the faculty members to request an assignment of a grade of "IM" in class(es) currently enrolled (with concurrence from the Dean of the College in which the course is offered.) It is recommended that the course be completed. The student, upon completion of active military duty, must follow up with the faculty member. If no contact is made within 2 years of leaving the University, the "IM" turns to a "W." if the faculty declines to grant an "IM," then the student would have to withdraw.

3) After completion of the 12th week of classes, the student may petition the faculty member of the class(es) in which the student is enrolled to request a grade be assigned to the class(es) based on work completed to date with the concurrence from the Chair and Dean of the college in which the course(s) are offered. This request should be in writing with attached copy of activation papers.

Entities Affected by the Policy

- Students
- Colleges
- Departments
- Faculty
- Office of the Registrar

Interpreting Authority

Provost and Vice President of Academic Affairs

Policy Adoption Review and Approval

Policy Revised

<table>
<thead>
<tr>
<th>Date</th>
<th>Entity</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 31, 2002</td>
<td>Board of Regents</td>
<td>Adopted</td>
</tr>
<tr>
<td>December 3, 2001</td>
<td>Faculty Senate</td>
<td>Approved</td>
</tr>
</tbody>
</table>
This policy has not yet been reviewed under Policy 1.1.1. For purposes of cataloging, it has been placed in an abbreviated form of the policy template. It remains an official university policy and will eventually be reviewed under Policy 1.1.1.
leaves of absence; also presented were recommendations for salary adjustments for faculty and for participants in the Retirement Transition Program. Jan. 31, 2002

Model Laboratory School Mission Statement

Dr. Mark Wasicsko, Dean of the College of Education, presented an amended mission statement for the Model Laboratory School which he described as the first step in redefining the role of Model as a true Laboratory School. He said it would be followed by a new admission policy at a later date. He noted that the mission statement had been approved by the Model faculty, the Site Based Decision Making Council, the College of Education, the College Curriculum Coordinating Committee, the Teacher Education Committee, and the Council on Academic Affairs.

The proposed mission statement, which had the endorsement of the Executive and Academic Affairs Committee, follows:

The Mission of Model Laboratory School, in collaboration with Eastern Kentucky University's education programs, is to provide an environment where faculty and staff can inspire students by challenging them through traditional and innovative strategies. Consistent with that mission, Model Laboratory School, a department of the College of Education, fulfills several purposes including: (1) demonstrating and implementing best practices in Pre-K through grade 12 education; (2) offering clinical experiences for pre- and in-service educators and related professionals; (3) providing a setting for research and curriculum development; and (4) providing quality professional development for school practitioners.

Policy for Students Called to Active Military Service

Provost Michael Marsden presented the Board with a recommended policy governing the academic withdrawal of persons called to active military service. The Board had approved a policy on refunds for such students at an earlier meeting. The proposed policy, which had the recommendation of the Executive and Academic Affairs Committee, follows:

Procedures for Course Completion
Due to absence from class(es) because of Active Military Duty

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3. After completion of the 12th week of classes, the student may petition the faculty member of class(es) in which the student is enrolled to request a grade be assigned to the class(es) based on work completed to date with concurrence from the Chair and Dean of the college in which the course(es) are offered. This request should be in writing with attached copy of activation papers.

Mr. Gilbert made a motion to approve the Personnel Matters, the Model Laboratory School Mission Statement, and the Policy for Students Called to Active Military Service. His motion was seconded by Mr. Williams. Ms. Henson had left the meeting due to her travel schedule.

**Finance and Planning Committee**

**Extension of External Auditor’s Contract for One Additional Year**

The Board received the Finance and Planning Committee’s recommendation that the contract of external auditor Crowe, Chizek and Company LLP, be extended for one more year in keeping with the renewal provisions of their contract. It was noted that the implementation of Governmental Accounting Standards Board pronouncements #34 and #35 made this year undesirable to consider changing firms. Mr. Gilbert made a motion to approve the extension with the understanding requests for proposal would be issued and serve as the basis for awarding a contract for the 2002-2003 year. Ms. Boyer seconded the motion. The Assistant Secretary called the roll and the following members voted “Aye:” Mr. Abney, Mr. Bertram, Ms. Boyer, Dr. French, Mr. House, Mr. Rice, Ms Ricke, Dr. Thompson, Mr. Williams, and Mr. Gilbert.

**Institutional Advancement and Honors Committee**

**Eastern Kentucky University Naming Policy**

Mr. Abney, committee chair, moved that the subject policy be tabled for further study. Dr. Thompson seconded the motion and it was passed.
Action Agenda

Executive and Academic Affairs Committee, A-5

I. Policy for Students Called to Active Military Duty

II. Issue

Several Eastern Kentucky University students have been called to active military duty during the past four months. All of these students are in good standing with the University. Due to this fact and the possibility for others to face similar prospects, there is an imperative need for the University to accommodate these students. Keeping these students in good standing is a part of our good-faith agreement.

III. Background and Process

Due to the events of September 11, 2001, students are being called to active military duty with little time to utilize the normal withdrawal process.

IV. Alternatives

Because of the time constraints posed by the military, using the normal withdrawal process would be time-consuming.

V. President’s Recommendation

The President recommends the adoption of the policy for students called to active military duty.
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An Ad Hoc Task Force has been formed to discuss the use of Graduate Assistantships at EKU. The Task Force will be asking for input from the EKU Community in the early spring.

The January Graduate Council meeting will consist of a mini-retreat to identify and validate standards for graduate education at EKU.

Report from the Provost:

Council on Academic Affairs

- Senator Marsden made a motion to approve the proposal regarding course completion due to absence from classes because of Military Duty, seconded by Senator Johnson. The Senate approved the motion as presented.

- Senator Marsden also introduced two items as information items only. One was EKU's policy on the admission of homeschooled students and the other was the conceptual framework for professional education programs at EKU which has been adopted by the Teacher Education Committee. Senator Fisher mentioned that in Health Sciences there are quite a few professional education programs and therefore it might be more accurate to call it "the Conceptual Framework for Professional Programs in Education", rather than for "Professional Education Programs". Senator Marsden will take that suggestion back to the Teacher Education Committee.

Salary Inequities. Senator Marsden indicated that work continues on the dispersal of the $50,000 allotted this year for salary inequities; revised contracts should be mailed out to those affected before the end of the semester.

Cessation of Prerequisite Checking. Due to some implementation problems, prerequisites will not be checked in Banner at present. Prerequisite checking should be back in place for both the fall and summer sessions.

December Commencement. Senator Marsden reminded everyone that fall commencement will be on Saturday, December 15. College receptions for students, their families and friends, and faculty and staff will be held from 7:30 a.m. to 9:00 a.m. in Keen Johnson.

Teaching and Learning Center Report. Senator Marsden passed out an ending semester report for the Teaching and Learning Center.

President's Inauguration. Senator Marsden indicated that President Glasser's official inauguration will be on March 8 at 3:00 p.m. If anyone has suggestions for a theme for the occasion, please e-mail those suggestions to Dr. Marsden.

ANNOUNCEMENTS:

Internal Procedures books have been distributed. Anyone who may still need a copy should pick one up immediately following the meeting. This will probably be the last printing. The procedures will be available online in the near future.

ADJOURNMENT:

Senator Marsden moved to adjourn at 5:05 p.m.
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The faculty of Eastern Kentucky State College met Monday, December 11, 1950, with President O'Donnell presiding.

President O'Donnell announced that the student cards would be recognized for admission to the concert and asked that the students be encouraged to attend.

President O'Donnell announced that plans had been made to give credit to students who are called in service after attending seventy-five percent of the semester. He stated that a complete announcement on this would be made Wednesday, December 13.

Reports were given on the educational meeting held at Richmond, Virginia.

The faculty adjourned.

Signed: ____________________________
(Secretary)

Approved: ____________________________
(President)
and bases for Federal Aids to college students. (3) The question
of credit for military service was discussed. It was recommended
that credit for military service be given only to those who had
completed their term of military service and who passed tests
provided by the college. (4) Colleges and universities were
urged to take steps to bring about the improvement of physical
fitness in their students. (5) General Hershey, Head of the
Selective Service, recommended that the college students be advised
to await their turns in selective service rather than volunteering.

President O'Donnell announced that provisions have been
made to refund unused portions of fees for students who enroll for
the second semester and thereafter enter military service, either
by voluntary enlistment or through the selective service board.

Dean Jones announced that it will be necessary to con-
serve the supply of mimeograph paper in stock and urged faculty
members to request mimeographing only where it will be of great
service to their teaching.

Dean Jones presented the following proposed regulations
governing credit for students called into military service before
the close of a semester or term:

Students who volunteer for service in the armed forces
of the United States and students who are called for service in
the armed forces of the United States under the provisions of the
Selective Service Act will be given credit provided the following
conditions are met:
1. The student must present to the Registrar's Office
   satisfactory evidence that he has been accepted and
   ordered to report for duty.
2. The student must have been in regular attendance
   for at least seventy-five per cent of the term or
   semester.
3. The student must be making passing grades in the courses for which credit will be given. Final examinations will be required in all courses in which the student has a standing of "D", but the student will not be required to take final examinations in courses in which his standing is "C" or higher. Examination dates will be set by the Dean's Office, and members of the faculty will be given advance notice of such examinations. A student may elect to drop, without credit, courses in which his standing is "D" or lower at the time of his withdrawal.

On motion, the faculty approved the regulations. //

Mr. Jack Loper invited the faculty who are interested in dancing to attend the Military Ball. The price of admission is $1.50.

Mrs. Whitehead stated that there would be an election for members on the Board of Governors for the Faculty Club. It was suggested that nominations be made to fill these vacancies.

Mr. Van Paursem announced that the institution now has the Carnegie Music Set with a great number of records. He stated that listening hours would be set and groups wanting to use the Set, which is installed in Room 103 of the Student Union Building, would schedule the use as other rooms are scheduled in the institution.

The faculty adjourned.

Signed: ______________________
Secretary

Approved: ______________________
President