



Eastern Kentucky University Policy and Regulation Library

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Section 14, Military Activation and Course
Completion

Approval Authority: Board of Regents

Responsible Executive: Provost

Responsible Office(s): Registrar

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Next Review Date:

Military Activation and Course Completion

Policy Statement

A student who is called to active duty or whose spouse/legal guardian or sponsored dependent is called to active duty may be unable to complete courses in which they enrolled. If military activation or mobilization affects the ability of a student to complete a course, the University provides several options, including withdrawal from the course and/or University or taking an incomplete and completing the course(s) following completion of active duty.

A student who volunteers for military service during a semester makes the decision to join the military instead of being a student, and does so while the semester is in progress, (instead of completing the semester and then joining), is not eligible for Military Withdraw, Military Incomplete, or to receive a grade early in the semester. The spouse of a student who volunteers for military service and cannot complete a semester will not be eligible for Military Withdraw, Military Incomplete, or to receive a grade early in the semester.

Entities Affected

- Students called to active duty in the military
- Students whose spouse or legal guardian is called to active duty in the military
- Students whose sponsored dependent(s) is called to active duty in the military
- Colleges
- Departments
- Faculty
- Office of the Registrar

Procedures

Students with military status (Active, Reserves, National Guard) at the beginning of the semester, or students whose spouses, legal guardians, or sponsored dependents have active military status, who find it necessary to leave the University because of required mobilization must complete one (1) of the following:

Option 1- Receive a Grade

1. When military activation or mobilization occurs after the 12th week of the semester, the instructor has the option of assigning the student a grade in the class based upon work completed. That grade would be submitted during normal final grade submission, and no additional work would be required of the student.
2. The request for assignment of a grade based on coursework completed must be made in writing and must be approved by the Chair of the Department and the Dean of the College in which the course(s) is offered. A copy of activation/mobilization papers must be attached.

Option 2 – Receive an Incomplete Due to Military Activation/Mobilization

1. The affected student will petition the faculty members to request an assignment of a grade of “IM” in course(s) currently enrolled.
2. If the instructor feels that the portion of the semester remaining, and volume of uncovered material is such that it can be made up in a reasonable amount of time and effort, a grade of “Incomplete for Military Activation” may be given.
3. The instructor completes an Incomplete Grade Agreement and notes on the agreement that this is due to military activation/mobilization. The student shall provide a copy of the military orders and the instructor must ensure that a copy of the student’s military orders is attached to then Incomplete Grade Agreement. Without a copy of these orders the student cannot receive the “Incomplete for Military Activation” grade.
4. The Incomplete Grade Agreement shall be processed as normal.
5. Once the Registrar’s Office receives a copy of the military orders an “IM” grade will be recorded.
6. The student has two (2) years from the date of the completion of the active duty/mobilization to complete an “IM” grade. The student, upon completion of active military duty, must follow up with the faculty member. If the faculty member is no longer with the University or is on leave from the University, the student should contact the Department Chair for determining how to fulfill the Incomplete Grade Agreement. If the student does not make contact within 2 years of leaving the University, the “IM” turns to a “W.”
7. Upon completion of coursework, the instructor, or the Department Chair if instructor is no longer at ECU, will submit a change of grade form.

Option 3 – Receive a Military Withdrawal from the Course or from the University

1. Students choosing to withdraw from specific courses or from the University must send a letter requesting a withdrawal and enclose a copy of the military activation notification. The letter must include the following information:
 - o Student name and Student ECU ID Number

- A statement that the student wishes to withdraw completely from the University OR listing the individual courses for withdrawal.
 - Student's **signature** (mandatory) and the **date**
2. The Office of the Registrar staff will process the withdrawal, which also triggers a 100% refund in all tuition and course fees. Room and board fees will be prorated.
 3. If a student requests an incomplete and the faculty declines to grant an "IM," then the student will have to withdraw.

Definitions

- **Active Duty:** Active Duty orders are Federal Title 10 orders in which the Active Duty/Army Reserve/National Guard student is ordered to training or mobilized for deployment in support of the Global War on Terror or any contingency operations in service to the United States. Title 10 orders require the student to move and can affect the military spouse and their ability to continue in the classroom. Active Duty may also refer to National Guard soldiers activated only under State Title 32 orders for emergency preparedness operations.
- **Sponsored Dependent:** An individual who shares primary residence with the ECU student and has lived with the ECU student at least twelve months prior to the bereavement absence, is at least the age of majority, is not a relative and is not employed by the ECU student.

Interpreting Authority

Executive Vice President for Academic Affairs and Provost

Review and Approval

Policy Revised

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
June 9, 2014	Board of Regents	Adopted
May 8, 2014	President	Approved
May 7, 2014	Provost Council	Approved
November 4, 2013	Faculty Senate	Approved
September 19, 2013	Council on Academic Affairs	Approved
May 5, 2014	President Benson	Approved Extension of Interim
July 24, 2013	President Whitlock	Approved Interim
January 31, 2002	Board of Regents	Adopted
December 3, 2001	Faculty Senate	Approved

DATE

December 11, 1950

ENTITY

President (announced at
Faculty Meeting)

ACTION

Adopted

Policy Issued

DATE

January 12, 1942

ENTITY

EKU Faculty

ACTION

Adopted