Responsible Official: Vice President for Academic Affairs

Responsible Office: Vice President for Academic Affairs

Next Review Date: October 2028

MILITARY DEPLOYMENT & RELOCATION POLICY FOR DROPS, WITHDRAWALS, SEPARATIONS, AND READMISSION

POLICY STATEMENT

University of Mount Olive students who are members of any branch of the United States military and who are unable to complete a semester due to having been deployed or relocated shall, to the extent possible, be provided one of the options as outlined below.

REASON FOR POLICY/PURPOSE

To provide consistent guidelines for military students who deploy (TDY-temporary duty) or relocate (PCS-permanent change of station) due to military service.

OPERATIONAL DEFINITIONS

None

POLICY/PROCEDURES

The student must provide the University with documentation of his/her TDY or PCS (a copy of the orders or a letter from his/her supervisor). This documentation opens the student to three options.

Option 1: The student may drop/withdraw from one or more courses for which tuition and fees have been paid that are attributable to the courses and be given a full refund of tuition by contacting his/her academic advisor and using the Registration Form (for Adding, Dropping, Withdrawing). All tuition and fees will be credited to the person's account. Any refunds are subject to the requirements of the state or federal financial aid programs of origination.

Students receiving financial aid who choose this option should be made aware that an over award situation could be created. Students would be liable for any refunds of state or federal financial aid programs, including Military Tuition Assistance (TA). The institution will refund any credit on the students' accounts to the appropriate program, but if the students have already been issued a refund of aid, they will be responsible for the over award. Students can make repayment arrangements with the institution. In such a case, the student must not receive credit for the courses and must not receive a failing grade, an incomplete, or other negative annotation on the student's record, and the student's grade point average must not be altered or affected in any manner because of action under this item.

Option 2: The student may be given a grade of incomplete in a course by making a written (UMO email) request to his/her professor. If approved, the student will have seven calendar weeks to complete course, beyond the course completion date. Course completion may be accomplished by independent study or online.

Option 3: The student may continue and complete the course for full credit during the semester. Class sessions the student misses due to performance of active military service must be counted as excused absences and must not be used in any way to adversely impact the student's grade or standing in the class. Any student who selects this option is not, however, automatically excused from completing assignments due during the period the student is performing active military service. A letter grade may be awarded only if, in the opinion of the faculty member teaching the course, the student has completed sufficient work and has demonstrated sufficient progress toward meeting course requirements to justify the grade.

Note: If the student chooses to "separate" from the University (using the Separation Request Form), the student shall be readmitted and reenrolled without penalty or redetermination of admission eligibility and can remain on their original curriculum for period of time defined as defined in the UMO Undergraduate Catalog, under Readmission, Military, Active, non-active. The readmission process should include submission of a . For additional information on the readmission requirements for servicemembers see: https://www.gpo.gov/fdsys/pkg/CFR-2011-title34-vol3/pdf/CFR2011-title34-vol3-sec668-18.pdf

CONTACTS

Registrar

Director of Financial Aid

Director of Student Accounts

Vice President for Academic Affairs

APPROVED BY

Executive Council

APPENDICES (INCLUDING ANY FORMS/INSTRUCTIONS)

Registration (Adding, Dropping, Withdrawal):
https://api.my.umo.edu/v1/pages/attachments/276/share/

Separation Request:
https://api.my.umo.edu/v1/pages/attachments/103/share/

Request to Remain on Former Curriculum:
https://api.my.umo.edu/v1/pages/attachments/2264/share/

Readmission requirements for service members, 34CFR §668.18:

https://www.gpo.gov/fdsys/pkg/CFR-2011-title34-vol3/pdf/CFR-2011-title34-vol3-sec668-18.pdf

HISTORY/REVISION DATES

Original adoption date(s): 3/21/2014

Last Amended date: 7/11/2017; editorial only updated 06/23/2020; editorial only updates October 2025;

End Date for Policy (if applicable):

RELATED COMPLIANCE STANDARDS/EXTERNAL POLICY DOCUMENTS:

DoD Voluntary Education Partnership Memorandum of Understanding Change 1, December 6, 2012; SACSCOC Standard 10.1