

**Purpose**

The purpose of this policy is to define terms and establish authority regarding the process for handling students withdrawing due to military service requirements.

**Authority, Responsibility, and Duties**

The Office of the University Registrar is responsible for processing withdrawal forms for students who are withdrawing from the University due to military deployment.

**Definitions**

Withdrawal – The formal process by which a student is separated from the University.

**Policy Statements**

Students withdrawing from the University due to military service must follow the formalized procedure as established by the Office of the Registrar.

Once the withdrawal process is completed the Bursar's Office will adjust the student account as follows:

- Withdrawals Before Midterm – Students withdrawing before midterm will receive a full refund of tuition and fees. If the student has received a refund prior to withdrawing, they may retain the refund. Credits created by the removal of charges will be refunded to the source of the payment. Payment plans will also be cancelled.
- Student/Teacher Agreements – If a student who is deployed before midterm wishes to continue studies via technology, arrangements must be made with the instructor. If for any reason this cannot be an option for the instructor, then the student may withdraw from that class, as noted above in the previous paragraph (Withdrawals Before Midterm).
- Withdrawals After Midterm – Students withdrawing after midterm will be assigned a semester grade based on work completed up to the date of withdrawal. As a result, all charges on their account will remain. If the student has a payment plan it will remain in effect. However, the Bursar may close the plan with the balance due remaining on the student account.

Virginia State University  
Policies Manual

Title: Student Military Deployment Policy

Policy: 5003

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**References**

Registrar Office's Military Service Withdrawal Procedures

**Approved by:** Eddie N. Moore, Jr., President

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