

**RESOLUTION OF THE
VIRGINIA STATE UNIVERSITY BOARD OF VISITORS**

**RESOLUTION APPROVING THE STUDENT MILITARY DEPLOYMENT
POLICY**

WHEREAS, Virginia State University is required to comply with the implementation of § 23-9.6:2 and § 23-9.2:3.7 of the *Code of Virginia* in providing guidelines and procedures for tuition relief, refunds, and reinstatement, as well as the opportunity to receive full course credit for students who are suddenly called to service in the uniformed services during an academic semester; and

WHEREAS, § 23-9.6:2 of the *Code of Virginia* and the State Council of Higher Education for Virginia (SCHEV) has directed each institution of higher education to establish a policy providing for tuition relief, refunds, and reinstatement for students whose service in the uniformed services during a defense crisis has required their sudden withdrawal or prolonged absence from their enrollment at the University and shall provide for the required re-enrollment of such students by the relevant institutions; and

WHEREAS, § 23-9.2:3.7 of the *Code of Virginia* requires that each public institution of higher education implements policies that grant students called to service in the uniformed services during an academic semester the opportunity to earn full course credit; and

WHEREAS, the University Administration has developed the Student Military Deployment Policy which complies with § 23-9.6:2 and § 23-9.2:3.7 of the *Code of Virginia* and the SCHEV requirements;

NOW, THEREFORE, BE IT RESOLVED THAT, upon the recommendation of the Virginia State University Administration, including the Office of the Provost and the Board of Visitors' Academic and Student Affairs Committee, the Board of Visitors of Virginia State University hereby approves the attached "Student Military Deployment Policy" effective September 22, 2011.



Katherine Busser, Vice Rector

Sept 22, 2011
Date



Alfred Cade, Secretary

22 Sept 2011
Date

Purpose

The purpose of this policy is to define terms and provide guidelines and procedures for tuition relief, refunds, and reinstatement of students whose service in the uniformed services require a sudden withdrawal or a prolonged absence from their enrollment in Virginia institutions of higher education.

Authority, Responsibility, and Duties

Pursuant to § 23-9.6:2 of the Code of Virginia, The Higher Education Opportunity Act, and in accordance with the State Council of Higher Education, this policy is established to ensure the uniform application of criteria in providing tuition relief, refunds, and reinstatement as it relates to sudden withdrawal or a prolonged absence from enrollment at an institution of higher education to meet uniformed service requirements.

The Office of the University Registrar is responsible for the process of withdrawal for students due to uniformed service requirements.

Definitions

For the purpose of this policy, the following definitions shall apply:

“Withdrawal” the formal process by which a student is separated from the University.

“Service in the uniformed services” means service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, for a period of more than 30 days under call or order to active duty of more than 30 days.

“Tuition” means the actual price of education charged to a student for the term in which service in the uniformed services caused his or her sudden withdrawal or prolonged absence from enrollment at a Virginia institution of higher education.

“Reinstatement” means the re-admittance and re-enrollment of a student whose service in the uniformed services has caused his or her sudden withdrawal or prolonged absence from enrollment.

“Sudden withdrawal” means leaving an institution after a semester has begun or after the tuition and required fees for a term have already been billed to or paid by the student.

Policy Statements

Sudden withdrawal from the University due to service in the uniformed services must follow procedures established by the Office of the Registrar.

REQUIRED DOCUMENTATION

The Office of the Registrar requires students to meet the following requirements in order to have their withdrawal processed in accordance with this policy:

- Provide a copy of official orders or enlistment contract.
- For verification purposes, student must present a valid active duty military ID.
- Complete an exit interview with the Office of Student Financial Aid.
- Sign the Return of Financial Aid Title IV funds statement.
- Return a completed withdrawal form to the Registrar's office.

TUITION AND FEES

Once the withdrawal process is complete, the Bursar's office will adjust the student's account.

- Sudden withdrawals taking place prior to mid-term will result in a full refund of tuition and fees. If the student has received a refund, they may retain the refund. Credits created by the removal of charges will be refunded to the source of payment. Payment plans will be cancelled.
- Sudden withdrawals taking place after mid-term will result in all charges remaining. Payment plans will remain in effect, and the Bursar may close the plan with the balance due remaining on the student's account.

ROOM AND BOARD

Upon the completion of the withdrawal form, the Department of Residence Life will amend the student's account:

- Sudden withdrawals taking place prior to mid-term will result in the student being charged for room and board expenses incurred prior to withdrawal.
- Sudden withdrawals taking place after mid-term will result in the student being charged the full room rate and prorated board.

DEPOSITS

Once the withdrawal process is complete, any deposit held in the student's account will be released and applied to any remaining balance due. Credit balances will be refunded and forwarded to the student's permanent address.

ACADEMIC CREDIT

- A student taking advantage of a sudden withdrawal before the add/drop period may elect to drop all courses before the end of the add/drop period and receive a refund in accordance with the University's Withdrawal and Refund Policy.

Virginia State University
Policies Manual

Title: Student Military Deployment Policy

Policy: 5003

- A student taking advantage of a sudden withdrawal who chooses not to withdraw from the University may choose to be assigned a final grade of Incomplete "I" at the end of the semester. Resolution of grades of "I" (Incomplete) must be worked out with the instructor within one (1) calendar year of the withdrawal.
- Students who have completed 75 percent of a course's requirements at the time of sudden withdrawal, and not withstanding certain exceptions noted below, and meet requirements as determined and agreed upon by the instructor and the student may receive full credit for that course.
 - (1) The instructor is responsible for determining what percentage of the course requirements have been completed based on factors to include but not limited to contact time, examinations, projects, work experience and clinical experience.
 - (2) The awarding of full credit cannot be made where the incomplete requirements are an essential part of the course or are program components that are mandated by law or regulatory bodies, are necessary for competency in the workplace, or are required to complete licensure examinations.
- Student/Teacher Agreements – If a student is deployed prior to mid-term and wishes to continue studies via technology, this must be worked out with the instructor. If for any reason this cannot be an option for the instructor, the student may withdraw from that class and receive a "W" (Withdrawal).

TEXTBOOKS

The State Council of Higher Education encourages generous return and refund policies for textbooks purchased by students who are forced to withdraw from class due to service in the uniformed services.

REINSTATEMENT

In accordance with The State Council of Higher Education guidelines, any student whose sudden withdrawal or prolonged absence from the University as a result of required service in the uniformed services shall be entitled to re-admission under the following conditions:

- the cumulative absence is not more than five (5) years, and
- the student provides notice of intent to return not later than three (3) years after the completion of the period of service.

Relevant exceptions to these timelines can be found in the Higher Education Opportunity Act.

The student may be reinstated in the same program of study which they had been enrolled prior to withdrawal upon meeting with their advisor and/or the Dean in order to determine the impact the absence from the program has on the ability to resume study. If the program is no longer available or suitable, the student is encouraged to meet with their advisor or Dean to discuss options.

The same process applies if the student was admitted to a program but had not begun attendance. The student in effect is allowed to defer their enrollment.

Revision Date: 9/22/2011

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REFERENCES

Military Service Withdrawal Procedures

Virginia Tuition Relief, Refund, and Reinstatement Guidelines

Code of Virginia § 23-9.6:2

The Higher Education Opportunity Act