



Policy: Military Withdrawals

Effective: June 1, 2019

Policy Type: Administrative

Responsible Department: Registrar

**Policy:** Students who are members, or are the spouse of a member if the member has a dependent child, of the national guard or reserve forces of the United States and who are ordered to state military service or federal service or duty may complete or withdraw from course work without financial penalty.

- 1.0 Military students may need to withdraw from coursework due to deployment or unexpected military duty. Students should first speak to their instructors regarding their deployment. Together, they should determine whether enough of the coursework has been completed to assign a final grade or for the student to receive an incomplete so that the work can be completed by the student at a later date. Students may make arrangements with only some of their instructors for final grades or for incompletes that shall be completed by the student at a later date.
  - 1.1 Students may request the assistance of the VA Student Services Officer when contacting one or more of their instructors.
  - 1.2 If arrangements are made to complete the work or to receive an incomplete, the student’s registration shall remain intact and tuition and mandatory fees will be assessed for the courses in full.
  - 1.3 Any course for which arrangements cannot be made for a final grade or for an incomplete shall be considered dropped and the tuition and mandatory fees for the course refunded.
- 2.0 If the student cannot complete coursework before deployment to receive a final grade or an incomplete cannot be assigned so the student can complete the course while or after fulfilling his/her military obligations, the student should provide a copy of his/her military orders or a letter (this must be an official document) from his/her commanding officer with a pay grade of 04 or above for Registrar’s Office to review in preparation for a Military Withdrawal.
  - 2.1 Students may withdraw from their entire registration and receive a full refund of tuition and mandatory fees.
- 3.0 Withdrawing from one or more courses may affect the student’s ability to use Financial Aid Title IV funds in future terms (e.g., Pell Grant, Student Loans) according to Satisfactory Academic Progress policy. Approved military withdrawal will not affect SAP standing.
- 4.0 If a Military Withdrawal is approved by the Registrar’s Office, the student will not be charged for classes yet to be started.
- 5.0 Students who leave the college for military service will receive automatic re-admittance to Grace Schools under the same academic status as when they left the college within a 5-year span as long as they did not receive a bad conduct charge, were not dishonorably discharged, and were not court marshaled during their military service.

See the [Military Students web page](#) for more information regarding benefits and withdrawing. See also Incompletes policy and Withdrawal & Refund of Title IV Funds Policy.

**Petition to Add/Drop Courses** and **Petition to Swap Courses** forms are available on the campus portal.

### Revision Process and History

- All revisions to the policy must be approved by the Provost Council.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template
04-10-2023	Added reference to the Withdrawal & Refund of Title IV Policy