***-----------------------------DRAFT -----------------------------------------------*** March 18, 2014

SUBJECT: UW-Madison Policy for Enrolled Students Called to Active U.S. Military Service

**1. Purpose:** This policy replaces the *UW-Madison Military Service Policy* (approved 12/4/2001 and re-published 01/27/2003, see Enclosure 1) and applies to all enrolled UW-Madison students who are called to active U.S. military service, as well as enrolled students already on U.S. active duty and must relocate due to a reassignment. In both cases, the students should provide a copy of their military orders to the Certifying Official in the Registrar’s Office. The Certifying Official will provide copies of the orders to other campus offices, as necessary, with social security number redacted.

**2. Responsibilities:**

a. Academics: The student may request a Withdrawal from the semester, or Drop some courses while arranging for the completion of other courses, on a case-by-case basis, in coordination with the respective faculty member. There should be a written agreement (email suffices) between the faculty member and the student for any course completion away from campus. If a satisfactory amount of the course work has been completed, as determined by the faculty member, the faculty member may elect to determine and enter a final grade for the student, thus considering the course complete. The student will notify his/her academic advisor of their intentions regarding courses, and also provide an anticipated return date to the university. Academic Advisors are encouraged to document student intentions in the *Advisor Notes System*.

b. Registrar’s Office: The student’s account will be held open during the period of active duty, plus the following two semesters. This will allow the student to continue to use their wisc email account and register for classes prior to their return to campus. After the two semester period following active duty, the student shall be required to apply for re-entry in accordance with normal procedures. Students already serving on active duty that are reassigned and don’t expect to return to campus will have their accounts closed.

c. Tuition, Fees and Housing: (1) Tuition: Students who request a Withdrawal shall receive a full refund of tuition and fees. Students will be refunded tuition for courses Dropped, provided they drop below full-time. (2) University Residence Halls: Unused housing fee payments on a prorated basis are refunded based on the checkout from the residence halls; all deposits submitted for the contract term would be refunded. (3) Leaseholders in University Apartments (Eagle Heights, University Houses or Harvey Street Apartments) may request termination of their lease if either the eligible leaseholder or their spouse/partner is ordered to active duty. The leaseholder’s rent obligation shall be ended as of the requested lease termination date, or the actual date the apartment is vacated, whichever is later. If the eligible leaseholder is ordered to active duty, his/her family could remain in the apartment through the length of the deployment.

d. Financial Aid: When a student withdraws from classes, a Federal Return of Title IV (R2T4) calculation must be performed. The calculation determines the prorated amount of all Title IV funds (PELL, FSEOG, Direct Loans) which must be returned to the federal government. The R2T4 calculation does not change for Veteran students activated for military service. If, after a student withdraws, the institution changes the amount of institutional charges, i.e. refunds 100% of the tuition charges to a student as an institutional refund policy, those changes do not affect the charges nor aid earned in the calculation. Any tuition refund generated by this action must be used to first repay federal and state aid programs in accordance with the Return of Title IV policy.

e. Dean of Students Office: Works with the student to ensure all university offices adhere to the policy, and the student fulfills all obligations. Stays in contact with student during active duty commitment and assists with the transition back to the university after completion of duty.

f. Students: The student is expected to immediately notify the Dean of Students Office and the Certifying Official (Registrar Office) upon notification of active duty mobilization, or reassignment for those already on active duty. The student is expected notify faculty, and to consult with his or her academic advisor in a timely fashion to determine the best academic course of action. Once on active duty, the student is expected update the Dean of Students Office on expected return to school date. The student is also required to notify any campus agency from which he/she receives services, such as the McBurney Center or academic tutoring.

**3. Academic Standing:** The student’s academic standing at the time of re-entry to the University shall remain as it was prior to serving on active duty. Academic Departments, particularly those with sequential curriculum such as Nursing or Law, should make every effort to place the student into a new cohort with which he/she may then advance through the program. Students shall not have to re-apply to enter a particular program provided they departed for active duty in good academic standing.

**4. Authors:**

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Approved

Sarah C. Mangelsdorf

Provost, University of Wisconsin-Madison

Encl 1: UW-Madison Military Service Policy, dated 12/4/2001 and 01/27/2003

Enclosure 1

January 27, 2003

TO: Deans, Department Chairs, and Center Directors (Please circulate to all faculty, instructional academic staff members, and academic advisors in your units)

FROM: Peter D. Spear, Provost

RE: UW-Madison Military Service Policy

The University makes every effort to accommodate students who are called to active duty in the armed forces during the course of a semester. The attached Military Service Policy clarifies the options available to these students. This policy has been reviewed and endorsed by both the University Committee and the Associate Administrative Council.

Please circulate copies of this policy to faculty, instructional academic staff members, academic advisors, and others who should be aware of these options for students called to active duty.

xc:

Paul Barrows

Darrell Bazzell

Luoluo Hong

Melany Newby

John Torphy

John Wiley

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University of Wisconsin-Madison

Military Service Policy

Approved December 4, 2001

Upon presentation of their active duty papers, students have several options:

1. Withdrawal: At any point in the semester, a student called to active duty may withdraw from school by filing a withdrawal form in their dean's office. The student will receive a full refund of tuition. The form should identify the current date as the "date of withdrawal," and give "called to active duty" as the withdrawal reason. This must be written on the form because the web form does not offer this reason as an option. The Registrar's Office will process the withdrawal and arrange for the full refund.

2. Selective Drops: A student may drop one or more courses and elect to complete remaining course work according to option 3 or 4 below. A full refund of dropped courses will be honored.

3. Incompletes: Students who have successfully completed the majority of work for a course can be awarded a grade of I at the discretion of their instructors. Students may be granted extensions on the incompletes because they may be gone an extended period of time.

4. Final Grades: This option becomes available if the following requirements are met: 1) the instructor determines that a sufficient amount of the course has been completed, and 2) sufficient information about a student's performance in the course has been obtained. Students must consult with their instructor to determine whether these two requirements have been met in order for a final grade to be awarded.

The intention of this policy is to permit students to select whichever option fits their particular circumstances.

<http://provost.wisc.edu/military.htm>