

# Military Withdrawal Policy

USSS-02



## About This Policy

**Effective Dates:**

12-15-2008

**Last Updated:**

10-31-2012

**Responsible University Administrator:**

Executive Vice President for University Academic Affairs

**Policy Contact:**

Jim Kennedy

Assoc. Vice President for USSS

[kennedjc@indiana.edu](mailto:kennedjc@indiana.edu)

See section for campus contacts.

## Scope

All Indiana University students having U.S. military obligations.

## Policy Statement

Indiana University realizes students who are members of the U.S. armed forces may be called to active duty, specialized training, or as part of disaster relief efforts with little notice. While the following policy does NOT pertain to initial active duty training (i.e. basic training), this policy is provided in order to minimize disruptions or inconveniences for students fulfilling their unanticipated U.S. military responsibilities in the midst of an academic term/session.

Any student called to active duty, specialized training or as part of disaster relief efforts may withdraw from all courses and receive a 100% refund of tuition and fees. Alternatively, with the permission of the instructor(s), a student may receive an incomplete or a final grade in some or all of the courses taken. Either alternative may occur anytime during the semester through the end of final examinations. If the withdrawal is processed after the first week of classes, the grade of W will be assigned. Students receiving financial aid will be subject to the refund policies as provided for by the agencies sponsoring the aid. The request to withdraw needs to be made within one week of official notification by the military service and may be made by either the student or other responsible party who has the student's military information.

Students who wish to withdraw from courses as a result of being called to active duty, specialized training, or disaster relief efforts must provide a copy of their orders to the campus Veterans support services office (if applicable) or campus Registrar's office along with a signed note asking to be withdrawn. Either office provides a one-point-of-contact process for withdrawals so students won't need to visit various offices. Students or other responsible parties may wish to contact the appropriate campus office first to begin the withdrawal process based on some official military documentation, with the understanding that a copy of the orders would need to be forthcoming. Students who must withdraw for the reasons specified above will receive a notation on the transcript for that term that reads "Withdrew due to military obligation". Any student veteran who prefers to have this withdrawal notation removed may do so by contacting their campus veteran services representative or campus Registrar's Office.

Students who cannot enroll for a future term or who need to withdraw from a current term due to military commitments can also be placed on a military leave of absence that will extend access to their IU computer and email accounts while they are gone. A copy of orders provided to the campus Veterans support services office (if applicable) or campus Registrar's office will initiate this action.

## Reason For Policy

The current Indiana University policy on Military Withdrawal (Indiana University Policy for Reserves Called to Active Duty) was implemented as an executive policy arising from the Persian Gulf Crisis of 1990 and re-iterated/ re-published in 1999. As noted by the title, the policy is specific to reserves called to active duty. It has become increasingly clear, however, that this definition is too restrictive for the current generation of students called to military service. More students are routinely being called without notice for specialized training, disaster relief, and similar military commitments. The proposal below does not change the substance of the original policy but merely expands the definition of which students should be covered by it.

## Additional Contacts

For any questions about this process or to request withdrawal from classes due to military orders, contact:

### Indiana University Bloomington

Veterans Support Services  
Division of Student Affairs  
IMU M084  
Bloomington, IN 47405  
**Phone: (812) 856-1985**  
**E-mail: [vetserv@indiana.edu](mailto:vetserv@indiana.edu)**

### Indiana University Purdue University Columbus

Office of the Registrar  
Room 156  
Phone: (812) 348-7287  
Email: [registrar@iupuc.edu](mailto:registrar@iupuc.edu)

### Indiana University East

Dennis Hicks, M.Ed., Registrar  
Indiana University East  
Whitewater Hall, WZ116D  
2325 Chester Blvd.  
Richmond, IN 47374  
Phone: (800) 959-EAST (Toll Free)  
E-mail: [dehicks@indiana.edu](mailto:dehicks@indiana.edu)

### Indiana University - Purdue University Fort Wayne

VA Certifying Official  
Attn: Jerrie Dixon  
Phone: (260) 481-6126  
E-mail: [dixon@ipfw.edu](mailto:dixon@ipfw.edu)

### Indiana University Purdue University Indianapolis

Office for Veteran and Military Personnel  
Campus Center Suite 050  
Indianapolis, IN 46202  
Phone: (317) 278-9163  
E-mail: [gibenefi@iupui.edu](mailto:gibenefi@iupui.edu)

### Indiana University Kokomo

Office of the Registrar

Kelley Center, Room 208  
Kokomo, IN 46904  
Phone: (765) 455-9391  
E-mail: [koregis@iuk.edu](mailto:koregis@iuk.edu)

**Indiana University Northwest**

Levonda Moseley, VA Coordinator  
Office of the Registrar  
Hawthorn Hall 109  
3400 Broadway  
Gary, IN 46408  
Phone: (219) 980-6940  
E-mail: [lmoseley@iun.edu](mailto:lmoseley@iun.edu)

**Indiana University South Bend**

Veteran Student Services Office  
Administration Building, Room 140  
Phone: (574) 520-4115  
Fax: (574) 520-4868  
E-mail: [veterans@iusb.edu](mailto:veterans@iusb.edu)

**Indiana University Southeast**

Office of the Registrar  
Attn: Jack Howell  
University Center South, Room 107  
New Albany, IN 47150-6405  
Phone: (812) 941-2535  
E-mail: [howell@ius.edu](mailto:howell@ius.edu)

**History**

Approved, Registrar Council, 12/11/2008

Approved by Karen Hanson, UIB; Charles Bantz, IUPUI; Neil Theobald, IU, 12/15/2008