Military Withdrawal
VPSS-02

About This Policy

Effective Dates:
12-15-2008

Last Updated:
03-25-2019

Responsible University Administrator:
Vice President for Student Success

Policy Contact:
Sean Kilpatrick
Associate Vice President for University Enrollment Services
smkilpat@iu.edu

See section for campus contacts.

Scope

All Indiana University students who are members of the Indiana National Guard, a reserve component of the armed forces of the United States, or the armed forces (“qualified students”) who have U.S. military obligations that necessitate the withdrawal from coursework during an academic term or session.

Policy Statement

Indiana University recognizes that qualified students under this policy may be required to satisfy military obligations outside of their control, and often with little notice, including being called to active duty, specialized training, or disaster relief efforts. This policy covers the process of applying for, managing, and returning from a student military leave of absence when called to such duties and, where necessary, to withdraw from classes in which the student is enrolled, so as to minimize disruptions or inconveniences for students fulfilling their unanticipated U.S. military responsibilities in the midst of an academic term/session.

Reason For Policy

Indiana University recognizes that the process of being called to active duty can be complicated and time-consuming. Academic units often have no recent precedent for this process, and this policy aids both the student and the university in effectuating the leave, including any necessary withdrawal from classes; facilitates communication during the leave; facilitates the re-enrollment process; and provides for consistent application of process.

Procedure

A. Application for Leaves of Absence

1. Students seeking a military leave of absence will make a request in writing via their campus veteran and military services office.

2. Students will provide a copy of their military orders or alternate documentation from the unit indicating that orders will be forthcoming during the academic term in which the leave will begin.

3. Once approved by the campus military and veterans services office, the request will be forwarded to the campus Registrar for implementation and to the University Coordinator of Military and Veterans Services for documentation.
4. If a student is given orders that does not allow time for the student to notify the appropriate office, an individual tasked with managing the service member’s responsibilities while gone (spouse, family member, etc.) may notify the campus and the campus will determine what further actions are appropriate.

B. Management of Leaves of Absence:
1. The campus veteran and military services office is the primary contact with the student while on leave.
2. A student military leave of absence begins with the academic term in which the student received orders to active duty and ends with the start of the academic term immediately following their release from active duty.
3. If the release from active duty was fewer than 30 calendar days from the start of the next term, the student may request an extension of one academic term.
4. A student military leave of absence can last up to five years.
5. While on leave:
   a. The student’s IU computing accounts, including email, will remain active.
   b. The student will have access to necessary advising and assistance offices on campus (other than those for which a student fee is required for access).
6. Unless the student re-enrolls sooner, the campus veteran and military services office will follow up with the student on a yearly basis to confirm the student is still in active-duty military service.

C. Options for Withdrawal from Courses
1. Any qualified student called to active duty, specialized training or as part of disaster relief efforts has several options to choose from regarding the student's course work. Decisions can be made on a course-by-course basis, and all options may occur anytime during the semester through the end of final examinations.
   Option 1: The student may withdraw from one or more courses and receive a 100% refund of tuition and fees. If the withdrawal is processed after the first week of classes, the grade of W will be assigned with notation that it was for military obligations.
   Option 2: The student may receive an incomplete grade for the course and complete the coursework in collaboration with the instructor. (See University Policy ACA-67 for more information on incomplete grades including timeline.)
   Option 3: The student can re-enroll in the same courses with no additional tuition, student fees, or related charges for up to 4 years after the student's release from active duty.
   Option 4: The student may receive a credit for a subsequent academic term in the amount of tuition and fees paid during the term that the student was not able to complete due to active duty.
2. Students may initiate any of the above options with the campus veterans services office at the same time they submit their application for the leave of absence. Students may also work with the Registrar’s office to process the withdrawals, and must provide the Registrar with the documentation required in A.2. above. Either office provides a one-point-of-contact process for withdrawals, so students will not be required to visit multiple offices. Students must provide the veterans services office with notification in writing as to which option they are electing as to each course.
3. The student should make the request to withdraw within one week of official notification by the military service. For requests to withdraw made after the first week of classes, the grade of W will be assigned with notation that the withdrawal was for military obligations.

D. Financial Aid
Students receiving financial aid will be subject to the refund policies as provided for by the agencies sponsoring the aid. Many programs through the Department of Veterans Affairs, the Department of Defense, and the Indiana National Guard have rules that could financially affect the feasibility of various options.

E. Transcripts
The transcript for students who withdraw pursuant to Section C of this policy include a notation for that academic term or session that reads: “Withdrew due to military obligation” unless the student contacts the campus veteran services representative or campus Registrar’s office to indicate the student’s preference not to have the notation.

F. Return from leave

   a. Students returning from leave will contact their campus veteran and military services office and their academic department to give notice of their intent to return.

   b. The academic department will arrange for course enrollment as per its policies and practices (including notification of the Registrar’s office).

   c. The campus veteran and military services office will assist with any additional return processes for the campus (such as campus housing).

   d. The campus veteran and military services office will notify the University Coordinator of Military and Veterans Services upon the student’s return.

   e. The student will not have to reapply for admission to the university or any academic program in which the student was enrolled at the time of the leave.

**Student Employees/Student Academic Appointees**

Indiana University realizes that students may also have additional roles on campus, and other policies govern leaves of absence from those roles.

1. Students who are also employees should consult Leaves for Military Duty **HR-05-60** regarding their employment.

2. Students who are also academic appointees should consult Other Leaves and Absences for Academic Appointees **ACA-49** regarding their appointments.

**Additional Contacts**

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

<table>
<thead>
<tr>
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**History**

This policy was adopted on December 15, 2008, and was updated in 2012. In 2019, the policy was updated to reflect a change in state law and to incorporate considerations related to military leaves of absence. On April 21,
2023, this policy was renumbered from USSS-02 to VPSS-02. On November 7, 2023, the additional contacts were updated to reflect staffing changes.

**Related Information**

IC 21-27-2-1.5  
Leaves for Military Duty, HR-05-60  
Other Leaves and Absences for Academic Appointees, ACA-49