

# Military Call to Active Duty or Training

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It is the university's policy to support our students who have been called to active duty and/or training by any branch of the United States armed forces. According to Federal Title X regulations and applicable State of Wisconsin legislation, students are not to be disadvantaged by being called to military service, whether for deployment or training. The university makes every effort to restore students returning from military service to the status they held upon their departure. This policy applies to students who have been ordered to active military duty or training in any branch of the United States armed forces. It does not apply to students ordered to active duty in another country's armed forces, who follow the regular withdrawal process. It is expected that everyone at the university works together to do what is best for these students.

This policy applies to required training, involuntary Federal Title X activations, missions authorized by state Governors during times of disaster relief or similar emergency and National Guard or Reserve units called to State Active Duty or active service with the U.S. armed forces. The policy does not apply to attendance at service schools or voluntary enlistments.

It is recognized that students may be called to active military duty and/or training at any time before or during the term and various processes may differ, depending on the timing and duration of the call-up.

## Call-Up Prior to the Start of a Term

Students who are called to active duty or training prior to the start of a term where the call-up interferes with their ability to attend or participate in classes should drop all classes in the term. This results in an automatic full refund of all tuition and fees. Students should also submit a Military Active Call to Duty Notification form (<https://www.marquette.edu/central/registrar/documents/form-initial-notification-of-call-to-active-duty.pdf>), per the instructions on the form. A copy of the deployment or training order is required with the form.

Students who are newly admitted and who have not started attendance in their program at Marquette are entitled to defer admission to their primary academic program for up to one year from the original date of admission. Students should contact their admitting office to discuss procedures.

## Call-Up During a Term

Students who are called to active duty or training during a term are entitled to drop or withdraw from their coursework with a full refund for tuition, course fees and residence hall charges. Pre-paid meal card refunds are pro-rated based on the date of withdrawal. To initiate the withdrawal from classes, students should submit a Military Active Call to Duty Notification form (<https://www.marquette.edu/central/registrar/documents/form-initial-notification-of-call-to-active-duty.pdf>), per the instructions on the form. A copy of the deployment or training order is required with the form. Once the withdrawal is processed, students will receive a grade of W in all classes (if after the add/drop deadline) and are not subject to academic censure for the term.

Students who would like to remain enrolled should discuss with their faculty the expected impact of the call-up on their ability to be successful in their coursework. Students may be encouraged to withdraw from classes if the call-up requires that they miss activities deemed necessary to meet course and/or program requirements (e.g., labs, clinicals). The following guidelines apply if students choose to remain enrolled in coursework:

1. Students should notify each faculty member of the reason for the absence and the dates of the deployment or training.
2. Students should be prepared to provide each faculty member with a copy of the deployment or training order.
3. Faculty members should make every reasonable effort to support and accommodate students during the call-up period.
4. Students should be cognizant via the syllabus, of the dates of all major exams, due dates for paper or project submissions, dates of field trips and other mandatory class-related activities. Documented absences for scheduled deployment or training do not relieve students of class responsibilities, including any course material covered during missed classes. Students are held to the same standard of academic excellence expected of all students.
5. Students should discuss a plan to make-up any missed coursework with the faculty. Where there are schedule conflicts, absences, or other issues the student, the faculty member, and college/school dean/dean designee are to work together to achieve the most optimal solution.
6. All parties should abide by the established plan and notify others if circumstances change that does not allow the completion of the plan.
7. With permission of the faculty, a grade of incomplete may be assigned. A notation as to why the incomplete grade was assigned is placed on the transcript. The deadline to remove any incomplete grade is the deadline to remove an incomplete grade in the term following student's return from service, as indicated in the Academic Calendar.

## Financial Aid Implications

Financial aid and payments received by these students for the term are refunded to the source, as per the Office of Student Financial Aid policies.

Students who have received a refund from financial aid sources are expected to repay the financial aid according to the terms of any promissory notes they have signed. The same standards that are applied to students who have an outstanding tuition balance with the university are applied to those called up for military duty.

In addition, the university adheres to the guidance offered by the U.S. Department of Education regarding students who have received a Federal Perkins Loan or Federal Nursing Loan.

Students must contact their lender to request a loan deferment.

## **Procedures for Re-Entering the University**

Students are required to submit the Return from Military Duty form (<https://www.marquette.edu/central/registrar/documents/form-return-notification-after-call-to-active-duty.pdf>) and any required documents up release or anticipated release from active military service. Students may not attend classes until they receive notification this form has been processed. The readmission form is not required.

Returning students are readmitted if they were in good standing when they left the university. For those students who left the university after academic censure and have not been reinstated to the university, the Academic Censure/SAP appeal form must accompany the Return from Military Duty form. In this case, readmission is not guaranteed.

Students are readmitted under the same bulletin year as originally admitted unless the program no longer exists. In this case, the college is to make every effort to align the courses already taken into a new or individualized major. If applicable, students should contact their home college to establish a plan to complete any missed coursework and/or remove any incomplete grades that were assigned.

Students who are newly admitted and who have not started attendance in their program at Marquette are entitled to defer admission to their primary academic program for up to one year from the original date of admission. Students should contact their admitting office to discuss procedures.

## **VA Educational Benefits**

Students who wish to resume or begin collecting VA benefits, contact the Veterans Certifying Official in Marquette Central (414-288-4000) to discuss what documentation is needed to certify or re-certify their VA Educational Benefits.