ACADEMIC ALERT #2003-6

DATE: **February, 2003**

DECISION: **National-Louis University Office of the Registrar and Office of the Provost**

National-Louis University Policy for Students Deployed Under Military Orders

NLU's Policy for Students Deployed Under Military Orders has three components:

Policy Regarding Tuition and "I" In-Progress Grades for Students Deployed Under Military Orders

Procedures for Processing Withdrawal Requests for Students Deployed Under Military Orders

Process for Reinstatement of Students Deployed Under Military Orders

IMPLEMENTATION DATE: Immediately

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SIGNATURE:

Dr. John A. Brighton
Provost and Senior Vice President for Academic Affairs

Policy Regarding Tuition and "I" In-Progress Grades for Students Deployed Under Military Orders

1. Tuition for all in-class (residence) courses will be locked in at the rate students were receiving at the time of their deployment for a period of 3 years after their date of withdrawal.

2. Students who have "I" in-progress grades at the time of their deployment will have in-progress grades converted to "IE" which are in-progress extended grades. These "IE" grades denote "I" grades extended beyond the time normally allowed for completion. Grades of "IE" will not lapse to a failing grade. Current policy mandates that grades of "I" which are not removed at the conclusion of one calendar year beyond the day of the assigned "I" will automatically be lapsed into a "U" for undergraduate students and "N" for graduate students.

Procedures for Processing Withdrawal Requests for Students Deployed Under Military Orders

1. Students will be required to submit a letter to the Office of the Registrar indicating their intent to withdraw from their program along with orders confirming deployment. This should be done prior to the time of deployment.

2. Once the letter of withdrawal and orders have been confirmed, the Office of the Registrar will drop the student from the program and remove them from the course in which they are presently registered and any future courses.

3. Charges will be applied based on the semester or quarter hours the student has completed. Pro-rata will not be applied to the student account. Refunds, if applicable, will be issued by the Office of Financial Services for coursework not completed.

4. Students who have received financial aid for the term in which they are withdrawing will be eligible for aid in accordance with federal regulations at the time of their withdrawal. Financial aid received after the withdrawal date will be applied or refunded in accordance with federal law. Students will not be eligible for aid that has not been certified.

5. Prior to deployment students are encouraged to meet with an academic advisor, and staff from the Registrar and Financial Services Offices to discuss their academic and financial standing.

Process for Reinstatement of Students Deployed Under Military

1. Prior to reinstatement students will be required to meet with an academic advisor and staff from the Registrar and Financial Services Offices.

2. If degree programs change prior to the date students are reinstated, additional coursework may be necessary to meet the new requirements of the degree program. If students were in programs that may no longer be offered by the university, degree completion options and guidance on a case-by-case basis will be provided. Academic advisors will discuss any changes and options during the reinstatement process.

3. Students who have "I" in-progress grades converted to "IE" which are in-progress extended grades will be required to complete all work and receive a grade prior to being reinstated into the program.

4. Outstanding tuition must be paid in full before students can be reinstated into their program.