



Administrative Policy #: [Click or tap here to enter number](#)

Title: Military Readmission

Effective Date: [Click or tap here to enter date](#)

SECTION 1. PURPOSE & SCOPE

- 1.1. PURPOSE: In accordance with federal regulations, 34 C.F.R. § 668.18, and the Department of Defense Voluntary Education Partnership Memorandum of Understanding, the purpose of this policy is to ensure that students who seek readmission to a University program following interruption by service in the uniformed services are promptly readmitted.
- 1.2. SCOPE: This policy applies to all undergraduate and graduate students enrolled at Fairmont State University whose education is interrupted by service in the uniformed services, and who seek readmission upon completion of that service.

SECTION 2. APPROVAL, DELEGATION & APPLICABILITY

- 2.1. AUTHORITY: Authority for the administration and enforcement of this policy rests with the Vice President for Enrollment Management.
- 2.2. DELEGATION: The Vice President for Enrollment Management may delegate responsibility for the administration of the military readmission process to appropriate University personnel. The Office of Admissions, in coordination with the Office of Veteran Affairs, will facilitate the readmission process and coordinate with the Registrar, Academic Affairs, Financial Aid, Student Accounts, and other University offices as necessary to ensure compliance with this policy.
- 2.3. APPLICABILITY: This policy applies to University offices, employees, and officials responsible for the admission, readmission, registration, academic placement, financial aid, student accounts, veteran services, and academic support of students eligible for readmission following qualifying service in the uniformed services.

SECTION 3. DEFINITIONS

- 3.1. SERVICE IN THE UNIFORMED SERVICES: Voluntary or involuntary service in the Armed Forces, including service by a member of the National Guard or Reserve, on active duty,



active duty for training, or full-time National Guard duty under Federal authority (not State authority), for a period of more than 30 consecutive days under a call or order to active duty. For eligible service, the student must not only *be* on active duty for a period of more than 30 days, but the call/order itself must be for a period of more than 30 days.

SECTION 4. POLICY

4.1. GENERAL: It is the policy of Fairmont State University that a student whose absence from the University is necessitated by service in the uniformed services shall be promptly readmitted to the same program and with the same academic status the student held when the student last attended, or was last admitted to, the University.

4.1.1. ACADEMIC PROGRAM. A returning student will be readmitted into the same academic program the student was enrolled in prior to the military service obligation. If the exact program no longer exists, the student must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program.

4.1.2. ACADEMIC STATUS. A returning student will be reenrolled with the same enrollment status, number of completed credit hours, and academic standing as the last academic year of attendance. If the University determines that the student is not prepared to resume the program with the same academic status or is unable to complete the degree, it will make reasonable efforts to enable the student to resume or complete the degree at no additional cost to the student.

4.1.3. TUITION AND FEES. If the student is readmitted to the same academic program the student was enrolled in prior to the military service obligation, the University will assess the tuition and fee charges that would have been assessed for the academic year during which the student left (for the first academic year only). However, if veteran education benefits or other service member education benefits will pay the higher tuition and fee charges that other students in the program are paying for the year, the University will assess those charges to the student.

4.2. ELIGIBILITY: In order to be eligible for readmission pursuant to this administrative policy, a student must:

4.2.1. Provide advance notice of qualifying service as detailed in section 4.3.1.

4.2.2. Provide notice of intent to return as detailed in section 4.3.2.

4.2.3. Have a *cumulative* length of absence by reason of service in the uniformed services that is more than 30 consecutive days but does not exceed five (5) years, counting only the time the student spends performing service in the uniformed services and subject to the express exemptions in 34 CFR 668.18.

4.2.4. Not be otherwise disqualified pursuant to 34 CFR 668.18, such as by reason of dishonorable discharge.

4.3. NOTIFICATION REQUIREMENTS:

4.3.1. NOTIFICATION OF MILITARY SERVICE. The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice of qualifying service to the University as far in advance as is reasonable under the circumstances. This notice does not have to indicate whether the student intends to return to the University. Alternatively, at the time of readmission, the student may submit an attestation of military service that necessitated their absence from school. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.

4.3.2. NOTIFICATION OF INTENT TO RETURN. The student must give oral or written notice of their intent to return to their program of study to the University within three (3) years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the University within two (2) years after the end of the period needed for recovery from the illness or injury. A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission but is subject to university policies

or practices generally governing student leaves of absence, readmission, and/or reinstatement.

SECTION 5. COMPLIANCE

- 5.1. COMPLIANCE: This administrative policy complies with 20 U.S.C. 1091c (Readmission requirements for servicemembers) and 34 CFR §668.18 (federal regulations related to military service and student protections).
- 5.2. NONCOMPLIANCE: Employees' failure to comply with this administrative policy may result in administrative or disciplinary action.

SECTION 6. REVISION HISTORY

- 6.1. FREQUENCY OF REVIEW: his administrative policy should be reviewed annually by the Vice President of Enrollment Management to ensure continued compliance with the Code of Federal Regulations.
- 6.2. APPROVED: Click or tap here to enter text
- 6.3. REVISED: Click or tap here to enter text