

Administrative Policy #: Click or tap here to enter number

Title: Military Student Withdrawal and Course Completion

Effective Date: Click or tap here to enter date

SECTION 1. PURPOSE & SCOPE

- 1.1. PURPOSE: Fairmont State University supports military-connected students and the service they provide but also recognizes that students serving in the United States Armed Forces may be required to interrupt their academic studies due to military obligations. This administrative policy establishes guidelines to support students who must withdraw due to military service and ensures they are able to return without academic or financial penalty, where appropriate.
- 1.2. SCOPE: This policy applies to all undergraduate and graduate students enrolled at Fairmont State University called to active duty or required military service.

SECTION 2. APPROVAL, DELEGATION & APPLICABILITY

- 2.1. AUTHORITY: The Vice President of Student Affairs is responsible for overseeing compliance with this administrative policy.
- 2.2. DELEGATION: The Vice President of Student Affairs may delegate implementation as necessary.
- 2.3. APPLICABILITY: This administrative policy applies specifically to students who are called to military duty, including situations where military orders could not reasonably have been anticipated prior to the start of the academic term. Planned or previously scheduled military training may be reviewed on a case-by-case basis and may not fall under all provisions of this administrative policy.

SECTION 3. DEFINITIONS

- 3.1. MILITARY-CONNECTED STUDENT: A student who is currently serving or has previously served in the United States Armed Forces, including active-duty service members,

members of the National Guard or Reserve components, and veterans; or who is the spouse, child, or dependent of a current or former service member.

3.2. MILITARY WITHDRAWAL: An approved withdrawal from all courses due to service in the U.S. Armed Forces, including:

3.2.1. Active duty

3.2.2. Activation for training

3.2.3. National Guard or Reserve activation

3.2.4. Other federal and state military service obligations

3.3. UNEXPECTED WITHDRAWAL: A withdrawal necessitated solely because of an unforeseen, unplanned, or emergent military call to duty or geographic reassignment that prevents the student from completing coursework as planned.

SECTION 4. POLICY

4.1. GENERAL: It is the policy of Fairmont State University that the University minimizes disruption to students' academic progress and ensures a clear and supportive process for withdrawal and re-enrollment. The University will provide a Military Withdrawal to eligible students who are temporarily unable to continue their studies due to military service obligations.

4.2. ELIGIBILITY: Students called to active military service (voluntary or involuntary) are eligible for a Military Withdrawal.

4.3. NOTIFICATION: Students called to active military service should notify the Office of Veteran Services as soon as possible upon receiving military orders, and provide official documentation (e.g., military orders). If advance notice is not possible, notification must occur at the earliest reasonable opportunity.

4.4. ACADEMIC CONSIDERATIONS: Students approved for a Military Withdrawal will be provided options in accordance with West Virginia Code of State Rules § 133-56-1, *et seq.* (West Virginia Higher Education Policy Commission - Military Student Withdrawal Policy):

4.4.1. If 75% or more of the term or the required coursework is completed, the student may: Receive full academic credit with the assignment of a grade based

on completed work up to the time of the call to duty OR withdraw without academic penalty and receive no credit for the course.

4.4.2. If the military member student has completed less than 75% of the term or the required coursework, the student may choose to:

4.4.2.1. Receive an incomplete ("I") grade for the course and, with written verification of concurrence from the instructor or department chair, complete the course within one (1) year following release from military duty; or

4.4.2.2. Withdraw from the course without academic penalty and receive no credit for the course. A student choosing withdrawal will receive a proportional refund of tuition and fees and room and board for the term, as permitted in accordance with applicable financial aid regulations

4.5. FINANCIAL CONSIDERATIONS: Students who utilize any of the options above may receive a full or proportional refund of tuition and fees in accordance with applicable policies and procedures.

4.5.1. Housing and meal plan charges may be prorated.

4.5.2. Financial aid will be reviewed and adjusted in accordance with federal regulations.

SECTION 5. COMPLIANCE

5.1. COMPLIANCE: This administrative policy complies with 20 U.S.C. 1091c (Readmission requirements for servicemembers), 34 CFR §668.18 (federal regulations related to military service and student protections), and W. Va. Code R. § 133-56-1, *et seq.*

5.2. NONCOMPLIANCE: Employees' failure to comply with this policy may result in administrative or disciplinary action. Students' failure to comply with this policy may incur a lapse in military withdrawal and course completion benefits and/or other disciplinary action.

SECTION 6. REVISION HISTORY

6.1. FREQUENCY OF REVIEW: This administrative policy will be reviewed every three years or as necessary.

6.2. APPROVED: Click or tap here to enter text

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