



Military Withdrawal Policy

Policy number: 606
Policy owner: Director of Veteran Services

Date of initial publication: March 25, 2019
Date of latest revision: N/A

SECTION I. PURPOSE

In accordance with Minnesota Statutes Section 195.502, this policy clarifies the options for students and the options for veterans who have a service-connected disability certified by the Department of Veterans Affairs.

SECTION II. SCOPE AND APPLICABILITY

disability.

SECTION III. DEFINITIONS

When used in this policy, [redacted]

- (1) a student who is ordered into active military service and who is reasonably prevented from attending or progressing in one or more courses due to the deployment;
- (2) a student whose spouse is ordered into active military service and who is reasonably prevented from attending or progressing in one or more courses due to the need to care for a dependent child; or
- (3) a student who is a veteran who has a service-connected disability as certified by the U.S. Department of Veterans Affairs and who is reasonably prevented from attending or progressing in one or more courses due to a service-connected condition or condition or medical treatment.

SECTION IV. OPTIONS FOR COVERED STUDENTS

In compliance with applicable law and University policy, Covered Students have the following options:

A. Options With Respect to Courses

1. Withdrawal

Covered Students may withdraw from one or more courses. Tuition and fees previously paid will be refunded to the student or assessed. Refunds, if any, are subject to the requirements of applicable state or federal financial aid program(s) and University policy. Covered Students who withdraw under this policy will not receive a grade credit for the course, the student's GPA will not be impacted, and the student will not receive an incomplete or any negative notation on the student's transcript. A

[redacted] from a course without notation.

A Covered Student who withdraws under this policy will be read and reenrolled as a student be read at St. Thomas without redetermination of admission eligibility within two years following release from active military service, service, the spouse's release from active military or completion of ent recovery from the related medical condition, medical treatment of sutic

2. **Incomplete**

Covered Students [redacted] request to be given an incomplete and allowed to complete the course upon recovery. The assigning of an incomplete [redacted] Covered Student. Covered Students follow the [redacted] regarding incomplete grades [redacted] instructor to take an incomplete and submitting an Incomplete Form to the Office [redacted].

3. **Continue and Complete Course**

Covered Students who are able to meet course requirements may continue and complete the course [redacted] service, due to care for a dependent [redacted] call to active military service, or due to the Covered Student's service-connected medical treatment or medical condition will be counted as excused absences and will not be used to adversely impact the student's grade or standing in the class. Covered Students who select this option are expected to complete all course assignments. In some circumstances, it may not be possible to complete all course assignments. Significant class time is missed. Students interested in this option should consult with their professor. [redacted] work

B. **Options with Respect to Room, Board and Fees**

Covered Students may room, board and fees request a refund of amounts paid and need not return time period during which the Covered Student or their spouse was serving in active military service or the Covered Student was [redacted] if the Covered Student did not use the facilities or services for which the amounts were paid. Any refund of room, board and fees that was paid for through state or federal financial aid is subject to [redacted] the refund remains in the state of [redacted]

SECTION V. PROCEDURES

A. **Notification to University and Documentation**

A Covered Student [redacted] option(s) under this policy must provide advance oral or written notice to the school certifying official in the Office of [redacted] Registrar. If advance notice is precluded by military or medical necessity, the Covered Student must provide notice as [redacted]

The Covered Student must provide written verification of an order to active service by the Covered [redacted] to the school certifying official [redacted]. [redacted] Disability Resources with the U.S. Department of Veterans Affairs certification of a service-connected disability and written [redacted]

verification of a medical condition or treatment that can substantially affect the student's academic progress.

B. Financial Considerations

Office, and the school certifying official in the Office of [redacted] Registrar to address any overpayment and other financial considerations with regard to federal, state, institutional or Veterans Affairs Funding.