

## POLICY FOR RESERVES CALLED TO ACTIVE DUTY

Students who are members of any branch of the U.S. military reserves or the National Guard may be involuntarily called to active duty during a term in which they are currently enrolled. The following policy is provided in order to minimize disruptions or inconveniences for those students fulfilling their military responsibilities.

Students who are unable to complete a semester due to having been called to active duty shall be provided one of the following options:

1. Withdrawal from all courses for the current term and receive 100% refund of tuition and fees. Housing and food service refunds will be calculated as a percentage of the unused portion of the total charges paid. Students receiving financial aid who choose this option should be aware that they may be liable for any required refunds to state or federal financial aid funds.
2. Take an incomplete in all courses and complete the courses upon release from active duty. The student may complete work for up to 12 months after release from active duty. Course completion may be accomplished by tutorial or by retaking the course without payment of tuition and fees. Under federal financial aid policies, a course that is retaken this way may not be counted toward a student's enrollment load. Eligible students who receive an incomplete for any course for which they are enrolled shall not be entitled to any refund of tuition or fees paid.
3. If in the instructor's judgment the student has completed sufficient course work to earn a C or better, the student may be given the earned grade. Students are not eligible for refunds for courses for which they receive credit.
4. The student is able to complete some or most courses for the term but would like to withdraw from some of the courses. The refund if there is any on withdrawn courses would be refunded at 100% tuition and fees. Room and Board would be refunded based on guidelines for all students.

Students who are activated and wish to sell their books for the semester may return them for full refund if there is no writing in the books. If the books have writing in them, the student will receive the price for used books or may sell them privately.

The decision as to which option to pursue will depend upon each personal situation, the time remaining in the semester, and agreements that can be made with the instructors.

All students requesting special consideration regarding their call to active military duty must provide to the Registrar full written verification through the submission of their orders or alert notice. The student must also complete and sign a form, available from the Registrar or the Registrar's Office web site, indicating which option he/she is selecting. If Option #2 is selected, each instructor must approve the incomplete with his/her signature. If Option #3 is selected, each instructor must submit a final grade and his/her signature on the form.

The Registrar's Office will contact all appropriate offices. However, if the student lives on campus, he/she should check out of the residence hall through normal check-out procedures.

Morningside University is committed to assisting students as they transition to active duty and back again. Students needing additional support services are encouraged to discuss their needs with the appropriate staff member from Student Services.