

Eastern Oregon University

Military Call-Up Policy

This policy is for students who are enrolled in classes and who are members of the National Guard, Reserves, or other branches of the military that have been called to serve with their military units. The following procedures and options for completing or withdrawing from courses apply in this situation.

Any administrative action is contingent upon a copy of military orders being received by the Registrar's Office.

Note: OUS policy states that "Any student with orders to report for active military duty may withdraw at any time during the term and receive a full refund. If sufficient coursework has been accomplished and the instructor feels justified in granting credit for the coursework completed, credit may be granted and no refund will be given."

1. A student who does not have time to make the necessary arrangements may authorize another person to act on his/her behalf. A letter signed by the student or a power of attorney is required and must be attached to a copy of the military orders.
2. A student who is required to report on or after the first day of final exam week will be allowed to complete his/her course work early and must contact individual professors to make arrangements.
3. A student who is required to report prior to the first day of final exam week must choose option **B, C, or D**. (**Note:** The student must provide a copy of the military orders indicating a report date that is prior to the first day of final exam week.)

Students must contact the Registrar's Office where they will be assisted with the following options.

A. If absent at the beginning of the term, remain enrolled in classes for that term.

In this case,

- Faculty members will be informed of the student's expected return/arrival date and arrangements will be made with instructors.
- Faculty members will determine whether or not the student can still successfully complete the course.

B. Remain enrolled in classes for the current term and either:

Complete course requirements early

In this case,

- Students make individual arrangements with instructors.
- Course work is completed prior to reporting for duty.
- Earned final grades are reported by the instructors.

Or

Complete course requirements at a later date.

In this case,

- Request an incomplete from faculty/instructor. If an incomplete is granted, the grade will post to the student's record as an "I" and an extension date, determined by the faculty/instructor, will be entered into Banner. The student and the Registrar's Office are informed of the faculty/instructor's requirements in writing. Incomplete grades not removed by the date specified automatically revert to the alternate grade specified by the faculty/instructor.

C. Remain enrolled in one or more classes and drop other class(es)

NOTE: Prior to making this decision, please contact the Financial Aid Office to discuss potential financial implications.

- Students complete classes according to the procedures listed above.
- Students drop other classes by appeal through their College Dean/s. This may be done on a withdrawal passing basis even if the withdrawal deadline has passed.

NOTE: Course completion arrangements are to be made at the discretion of individual instructors.

D. Withdraw from all classes for the term

NOTE: Prior to making this decision, please contact the Financial Aid Office to discuss potential financial implications.

- All classes will be dropped from the student's record.
- The following notation will be printed on the transcript for the term: "Student called to active duty".

4. If applicable, students will notify the Residence Life Office. Residence hall room and meal plan fees will be refunded on a prorated basis for students who withdraw and for students who keep their registrations under paragraph 3b or 3c. No cancellation fees will be assessed.

5. Books purchased from the EOU Bookstore may be returned. Students should contact the Bookstore to make individual arrangements for refund amounts.
6. The Registrar's Office will notify the student's academic advisor, the Financial Aid office, and Student Accounts about withdrawals.
7. The Registrar's Office will notify the Veterans' Administration about withdrawals and last dates of attendance for students who are receiving VA benefits.
8. The student's financial aid status will be reviewed by the Financial Aid Office in accordance with applicable federal, state, and EOU refund policies.
9. Any refunds for tuition and fees will be reviewed and calculated by the Student Accounts Office.
10. Students will be eligible to be readmitted to the University after completion of their active duty.
11. The student should review information regarding *Loan Deferments for Active Duty Military Personnel* available on the National Student Clearinghouse website: (<http://www.studentclearinghouse.org/>)