

Effective: 8/27/1990

Revised: 3/1/2017

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## SSM 201-18: ~~Military Activation of Students~~ Accommodating Active Duty Military

### Purpose

To ~~assist provide~~ students who are members of the National Guard, the Reserves, or other branch of the U.S. Armed Forces ~~opportunities to make-up examinations and other graded in-class work when they miss class or final exams for situations arising from line-of-duty activities or and where students~~ are unable to complete classes because of activation for military duty, or students who are unable to complete classes because their spouse has been activated for military duty and the student is the legal guardian of minor children.

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### Sources

University Senate  
Office of the Provost of the University  
University Registrar Services  
Pat Tillman Veterans Center

### Policy

#### 1. ~~Line-of-duty missed assignment makeup policy (incomplete or withdrawal not required)~~

~~Students who serve as active duty or reserve military personnel who miss classes, graded assignments, or examinations because of required work performed in the line-of-duty, and this absence does not require the use of the activation for military duty withdrawal policy, shall be given opportunities to make up examinations and other graded work. However, absence from class or examinations due to line-of-duty activities does not relieve students from responsibility for any part of the course work required during the period of the absence. Because of the potential for a dramatic increase in family-related responsibilities during the deployed spouse's absence, spouses who are legally responsible for minor dependents, should be afforded the same accommodations to make up missed work.~~

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~~Under this policy, when there is a question as to the validity of the line-of-duty event, the Pat Tillman Veteran's Center shall determine, whether a particular event qualifies as a military line-of-duty activity.~~

~~In each college, a specific individual (e.g., dean's designee) shall be responsible for facilitating adherence to this policy. In accordance with any academic unit or college requirements, students who participate in line-of-duty activities shall: In accordance with any academic unit or college requirements, be provided make up assignments, examinations, or other graded coursework missed because of required work performed in the line-of-duty, without penalty.~~

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~~Faculty members shall adhere to this policy unless it can be shown that such an accommodation would constitute an unreasonable burden. Should disagreement arise over this process, or what constitutes a burden, the instructor and the student should contact the academic unit chair and, failing resolution, to the dean, or the dean's designee, who shall make the final determination.~~

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~~If the line-of-duty activity is known in advance, the student must submit the satisfactory evidence to the instructor early in the semester, or as soon as possible, prior to the missed class, assignment, or examination. If the line-of-duty activity was not known in advance, the student is responsible for providing satisfactory evidence to the instructor as soon as possible after the missed class, assignment, or examination.~~

2. Activation for military duty (incomplete or withdrawal required)

A student who is a member of the National Guard, Reserve, or other U.S. Armed Forces branch or is the spouse, as described in the Purpose section of this policy, and is unable to complete classes because of military activation may request complete or course withdrawals, incompletes, or grades, depending on the timing of the activation and the individual student's needs. Absences resulting from military activation will not adversely affect a student's catalog year.

To receive consideration under the military activation policy, a student should complete a Military Activation Form and return the completed form, along with a copy of the military activation order, to the Pat Tillman Veterans Center. The Pat Tillman Veterans Center staff will coordinate the processing of the form for the student, including verification of orders, counseling on available options, referrals to academic departments, referrals or notification to offices regarding potential refunds, and initiation of processing administrative withdrawals or incomplete grades.

Note:	Students unable to contact the Pat Tillman Veterans Center at the West campus prior to departure may submit the necessary form and documentation of military orders upon their return and appropriate action will be taken to adjust the students' records and financial obligations.
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Activation for Military Duty Incomplete and/or Withdrawal Procedure

Responsibility	Action
Student	<ol style="list-style-type: none"> <li>1. Notify the Pat Tillman Veterans Center about activation for military duty and obtain the Military Activation Form.</li> <li>2. Complete the form, attach a copy of the military orders regarding activation, and submit to Pat Tillman Veterans Center.</li> </ol>
Pat Tillman Veterans Center	<ol style="list-style-type: none"> <li>3. Review the form and verify the military orders.</li> <li>4. Review the available academic record options with the student and refer the student to the academic department for assistance, if needed, to facilitate the following procedure:               <ol style="list-style-type: none"> <li>5-a. <del>if complete withdrawal is not warranted, provide make-up assignments, examinations, or other coursework that was missed due to a time of duty activity, without penalty, if this is not possible,</del></li> <li>5-b. a letter grade submitted by instructor (if the instructor believes it is warranted for classes near completion); if this is not possible,</li> <li>5-c. an incomplete issued with arrangements for completing the final coursework and earning a final grade; if this is not possible,</li> </ol> <p style="text-align: center;">then</p> <ol style="list-style-type: none"> <li>5-d. it will be referred to academic advising with a recommendation of military activation withdrawal (if military related.)</li> </ol> </li> <li>5. Notify University Registrar Services if the student selects withdrawal options. Advise student to consult with individual instructors regarding the options of receiving a letter grade or incomplete.</li> <li>6. Review financial obligations identified by a student seeking withdrawal from classes and (if time permits) refer the student to the appropriate business offices (e.g., Financial Aid and Scholarship Services, Student Housing, Parking Services, ASU Bookstore, Campus Health Service) to discuss refund eligibility or notify offices of potential refund on the student's behalf.</li> </ol>
University Registrar Services	<ol style="list-style-type: none"> <li>7. Process the student's withdrawal and indicate on the student's PSS record that military activation occurred for the relevant semester(s) to preserve the student's catalog year.</li> </ol>

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	8. Notify the appropriate Student Business Services staff about a possible refund resulting from withdrawals.		
Student Business Services	<p>9. Determine and initiate an appropriate refund of tuition and fees paid by the student.</p> <table border="1" data-bbox="321 478 1084 562"> <tr> <td>Note:</td> <td>Although complete withdrawal may result in a 100 percent refund, partial withdrawal may not generate a tuition refund if the remaining hours are 7 or more for resident students or 12 or more for nonresident students.</td> </tr> </table> <p>10.</p>	Note:	Although complete withdrawal may result in a 100 percent refund, partial withdrawal may not generate a tuition refund if the remaining hours are 7 or more for resident students or 12 or more for nonresident students.
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Other business offices	10. After notification from the Pat Tillman Veterans Center, determine and initiate appropriate refunds if the student requested withdrawal from classes.		

### Cross-References

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For related information about military leave for faculty and academic professionals, see the *Academic Affairs Policies and Procedures Manual—ACD 708*, “Military Leave.”

For related information about military leave for classified, university staff, and administrative employees, see the *Staff Personal Policies and Procedures Manual—SPP 706*, “Military Leave of Absence.”