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6.121 Military and Reserve Military Deployment Policy

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ANTIOCH UNIVERSITY

Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <i>Interim</i>		Military and Reserve Military Deployment Policy Policy 6.121	
Academic Policies		Effective date: July 8, 2019	
Policy History:	Approved by:	Resolution #	Date
Approved	Chancellor	N/A	July 8, 2019
Responsible Office	Responsible Administrator:	Contact information	Applies to:
Office of Vice Chancellor of Academic Affairs	Vice Chancellor of Academic Affairs	937-769-1890	All Academic Programs

I. Introduction

Antioch University welcomes all active military and active military reserve students. In recognition of the potential for disruption of one's studies due to deployment, this policy ensures that students called to service are not placed at an academic or financial disadvantage.

II. Options for Term Completion

When students are called to active military or military reserves duty, the potential exists for students to miss more than the acceptable amount of class meetings or to be unable to complete the work for the term. If a deployment causes these scenarios, the following options may be exercised by the student, in consultation with the student's instructor, advisor and the program's academic unit head. As soon as it becomes available, the student must also provide a copy of the written activation order to the Antioch University Registrar.

- A. Early Completion Option:** A student may request that credit for one or more courses be granted at the point of departure (either outright or through early completion of required work), provided that more than three-fourths of class meetings have occurred and both student and faculty agree to this option. All learning objectives for the course(s)

must have been met to earn credit. A student approved for this option will not be refunded any tuition or fees and will have their work evaluated and corresponding CR processed in the normal manner at the end of the term. The student will be evaluated for Academic Standing status according to policy.

B. Incomplete Option: A student may request to have an Incomplete (INC) grade recorded at the end of the term in one or more courses, provided that more than half of the class meetings have occurred and both student and faculty agree to this option. A student approved for this option will have until the end of the following term to complete the work for the course, unless the faculty member approves an additional one-term extension. Faculty of students electing the "INC" option must detail specific course completion requirements on the student's narrative. If students do not complete their work during the specified or extended time period, the INC will convert to a No Credit (NC) and the student will need to repeat the course. Regardless of grade earned, no tuition or fees will be refunded. Upon the recommendation of the academic unit head and approval by the Chief Academic Officer, an INC grade awarded for this purpose will be excluded from the calculation of the student's term and cumulative Academic Standing status.

1. Outstanding Incompletes: Students who are deployed during a term in which they have a deadline for an outstanding Incomplete or In-Progress course may automatically receive a one-term extension to complete the course. If the course cannot be completed within that time frame, the student may petition to retake the course at reduced or waived tuition.

C. Distance Education Option: Students enrolled in distance courses may elect to continue their enrollment while deployed. Students taking face-to-face courses may also petition to complete their courses through an independent study or online option. Advisor, instructor, and academic unit head approval is required for this option. Students who elect this option but do not complete the work within the enrolled term will receive an INC and will have one term to complete their work, consistent with II.B. above.

D. Withdrawal from Courses Option: A student may elect to withdraw from one or more courses at any time during the term.

1. If the student withdraws from one or more courses during the add/drop period, the courses will not appear on the student's transcript and the student will receive a refund, in accordance with the University's refund policy.
2. If the student withdraws after the add/drop period, the student will be assigned a grade of "W" for each course dropped. A student electing this option will have their tuition refunded or credited, whichever is deemed appropriate. Upon the recommendation of the academic unit head and approval by the Chief Academic Officer, a W grade awarded for this purpose will be excluded from calculation of the student's term and cumulative Academic Standing status.

Requesting this option will result in being placed on a Leave of Absence (see IV.A below).

E. Withdrawal from the University Option: A student may elect to withdraw from all courses with a grade of W at any time during the term, and withdraw from the University, by informing the University Registrar. If the student withdraws after the add/drop period, the student will be assigned a grade of W in each course. A student electing this option will have their tuition refunded or credited, whichever is deemed appropriate, according to the University's full withdrawal policy and schedule. Upon the recommendation of the academic unit head and approval by the Chief Academic Officer, a W grade awarded for this purpose will be excluded from calculation of the student's Academic Standing status. Requesting this option will require a student to request re-enrollment to return to Antioch (see IV.C below).

III. Enrollment Status

A. Leave of Absence

1. Deployed students choosing an Incomplete (II.B.) or a Withdrawal (II.D.) option for all courses, but not withdrawing from the University, will be placed on a leave of absence for the remainder of the term, effective the final day of class attendance.
2. Students choosing to take an Early Completion (II.A.) option for any or all of their courses will remain active for the duration of the term.
3. Students who do not register for the following term will be automatically placed on leave for the following term.
4. If deployment extends beyond that following term, students will be administratively withdrawn, with provisions for expedited re-enrollment.
5. In programs that apply a maximum limit for leaves of absence, a military deployment leave will not count against the maximum total.
6. In programs that prohibit leaves of absence during specified stages of the student's program (i.e. once candidacy is attained, etc.), these restrictions will be waived.
7. Students placed on leave during deployment do not need to seek re-enrollment, but may simply register in their allotted time for their first term back.

B. Registration during Deployment: Students who wish to remain registered during deployment may decline the leave of absence. If this option is selected, students

will be held to all standard participation expectations, as well as standard add/drop and refund policies, and will be evaluated for Academic Standing status per policy.

C. Re-enrollment Following Deployment: Students who have been withdrawn (either by requesting withdrawal, or through an extended leave of absence) must complete a re-enrollment request, but will be approved for return unless the student's academic program raises concerns unrelated to the deployment leave. Deadlines to register or add courses and initial attendance policies will not be extended automatically, as they are in place to support a student's academic success, but exceptions may be sought by petition.

D. Program Requirement Changes during Deployment: Students returning following an absence of less than three years continue to follow requirements of their catalog of initial entry, or may choose to follow later requirements if changes have occurred. Students absent for three years or longer follow catalog requirements of their date of re-entry. If this is determined to present a hardship for students following a deployment, exceptions may be sought by petition, with the approval of the student's academic unit head.

IV. Procedures for Students who are Deployed

A. Decision Regarding Current Enrollment: Upon notification of deployment, students should consult with their advisor or academic unit head to determine how to resolve each current course, as well as any outstanding incomplete coursework.

B. Documentation and Paperwork: Once a plan is determined, approvals must be obtained as follows, using approved the University form:

1. Instructor approval for any course the student chooses to complete using Early Completion, Incomplete or Distance Education options.
2. Advisor approval for resolution of all currently enrolled courses, as well as plans for distance education option, leave of absence, or withdrawal options.
3. Advisor submits approved plan to academic unit head.
4. Academic unit head forwards approved form to University Registrar's office for processing.
5. Student submits written deployment orders to the University Registrar's office.

C. Processing: University Registrar's office updates student's current enrollment and enrollment status in accordance with the approved form once both the form and the

deployment order have been received. Registrar's office coordinates updates with relevant Student Accounts and Financial Aid offices.

D. Return following Deployment: Student completes Re-Enrollment Application and indicates the reason for the absence was due to military deployment. Registrar's office coordinates review, approval and re-enrollment. Student may process requests for academic standing calculation waivers upon return.

Policy Cross Reference

Grading Policy	Policy #5.227
Admissions Policy	Policy #5.607