



ACADEMIC AFFAIRS POLICY

NUMBER/TITLE: AA-110.3, DEPLOYMENT/READMISSION

Covered Individuals: All Students

Covered Locations: All Locations

Effective Date: August 28, 2023

Strategic Priority: SP 1.1.a

HLC: Criterion 2.B.1

Consultations: CAO, Executive Director, FS; Director, MVA; Registrar, Director of FA, Faculty (Academic Affairs Committee)

POLICY STATEMENT

Accommodations for students called to active military duty or deployed as a result of military orders or students who are spouses of military members that are called to active duty and/or deployed will be based upon the amount of time the student has been enrolled in the course.

Students who notify the university of their intent to return after withdrawing due to active military duty, deployment, or active duty/deployment of a spouse will be readmitted with the same academic status they had when last attending or when accepted for admission.

PURPOSE

Recognize and appreciate the sacrifices military students and families make to secure our freedoms. UIU understands military obligations may arise at any point during a student's enrollment and offer several options to accommodate a student's individual situation and ensure a student is not adversely affected because of military status.

DEFINITIONS

None.

POLICY IMPLEMENTATION

When a student is called to active military duty or deployed as a result of military orders, as verified by the appropriate documentation, UIU will take one or more of the actions listed below vis-à-vis the student's academic standing and financial circumstances. The university's course of action for individuals will be determined on a case-by-case basis, as decided by the student, the student's respective faculty members/enrollment coordinator, and other university administrators as necessary, for example, the Chief Academic Officer (CAO) or the Executive Director of Financial Services. This policy also applies to students who are spouses of military members that are called to active duty and/or deployed.

If the academic session is two-thirds complete, the student will be afforded the following options:

- Be permitted to take final exams earlier than scheduled or have the final exams proctored at the student's place of deployment. The student would be awarded the letter grade earned for all completed work. There would be no tuition refund under this option.
- Elect to take a "W" (Withdrawal) for the course with the student's transcript annotated by the Registrar that the student was called to active duty or deployed under military orders. There would be a full refund of tuition and mandatory fees under this option. Title IV funds would be handled as outlined in the University Catalog.

- Be permitted to take an "I" (Incomplete) for the course. Follow the University Incomplete Process with the course instructor to complete assignments and requirements within the agreed-upon timeframe. There would be no tuition refund under this option. Title IV funds would be handled as outlined in the University Catalog.

If the deployment is during the normal withdrawal period during the session, the student will be afforded the following options:

- Elect to take a "W" (Withdrawal) for the course with the student's transcript annotated by the Registrar that the student was called to active duty or deployed under military orders. There would be a full refund of tuition and mandatory fees under this option. Title IV funds would be handled as outlined in the University Catalog.
- Be permitted to take an "I" (Incomplete) for the course. Follow the University Incomplete Process with the course instructor to complete assignments and requirements within the agreed-upon timeframe. There would be no tuition refund under this option. Title IV funds would be handled as outlined in the University Catalog.

CUSTODIAN

Chief Academic Officer (CAO)

RELATED DOCUMENTS, FORMS, AND POLICIES

University Catalog

203, Tuition Refund Policy

This policy must be approved by National Council for State Authorization Reciprocity Agreements (NC-SARA) prior to becoming effective.

HISTORY

New/Revision Number	Date of Action/Approval	Revision Change
AA-110.3	January 21, 2026	Three-year review completed; updated titles throughout the policy, approved by PC.
AA-110.2	May 17, 2023	Policy put into new template; approved by PC.
110	March 27, 2019	Revision approved by President's Council.
110	March 18, 2019	Revision recommended by University Policy Committee.
110	February 13, 2019	Revision recommended by Faculty Senate.
110	September 12, 2018	Approved by President's Council.
110	September 11, 2018	Recommended by University Policy Committee.