



## UNIVERSITY POLICY

### ACADEMIC AND FACULTY POLICIES

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**Number: 110**  
**Subject: Deployment/Readmission Policy**  
**Covered Individuals: Students**  
**Covered Campus Locations: All UIU Locations**  
**Date of Origin: September 11, 2018**  
**Effective Date of Last Revision: March 27, 2019**

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#### **PURPOSE**

When a student is called to active military duty or deployed as a result of military orders, as verified by the appropriate documentation, Upper Iowa University 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/academic advisor and other university administrators as necessary, for example, the vice president or the director of financial aid. This policy also applies to students who are spouses of military members that are called to active duty and/or deployed.

#### **DEFINITIONS**

N/A

#### **POLICY**

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 below.

- Be permitted to take an “I” (Incomplete) for the course. Follow the University Incomplete Process with 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 below.
- Be permitted to take an “I” (Incomplete) for the course. Follow the University Incomplete Process with 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.

## **RULES, PROCEDURES, GUIDELINES, FORMS, AND OTHER RELATED RESOURCES**

N/A

## **CONTACTS**

Acting as the Policy Owner, the Assistant Vice President for Enrollment Management is responsible for answering questions regarding the application of this policy.

## **SANCTIONS**

N/A

## **HISTORY**

- September 11, 2018 – Recommended by the University Policy Committee
- September 12, 2018 – Approved by the President’s Council
- February 13, 2019 – Revision recommended by the Faculty Senate
- March 18, 2019 – Revision recommended by the University Policy Committee
- March 27, 2019 – Revision approved by the President’s Council