

Monmouth University

Policies and Procedures

Policy Name: Veteran/Military Service Withdrawal & Re-Entry

Issue Date: February 22, 2011

Issued by: Mary Anne Nagy, Vice President for Student and Community Services

Approved by: President's Cabinet

Purpose: The Higher Education Reauthorization Act (2008) requires that the University have in place a policy for addressing the rights and responsibilities of a veteran or other military personnel who needs to leave the University during an academic term for military service. This policy must address not only the withdrawal but the process for re-admission to the campus.

Policy:

These policies apply to members of the armed services (e.g., Army, Navy, Air Force, Marines, and Coast Guard) and, under certain circumstances, to members of the National Guard and the Reserves; students in the National Guard or Reserves must be called to service under federal authority for these policies to be applicable. In some instances, military service (either voluntary or involuntary) may necessitate that a student discontinue or delay their enrollment at the University. The following policies and procedures apply to military personnel called to a period of 30 or more consecutive days of service (i.e., active duty and/or training) either after acceptance but prior to initial enrollment or during enrollment at and who would like to resume their enrollment at the University.

Students are encouraged to work closely with the Office of Veteran Services prior to leaving the University and during the re-enrollment process for guidance and advisement to ensure a seamless transition when they return to the University. Unless it is precluded by military necessity, students leaving the University for qualifying military service must provide advanced notice of their intent to leave. This notice may be oral, written, or electronic (provided that it is from the student's University e-mail account) and may be submitted to the Office of Registration and Records or the Office of Veteran Services. If the notice is oral, the office receiving the notice must send a confirming e-mail of the need to withdraw to the student, and other involved offices (Office of Registration and Records, Office of Veteran Services, etc.) There is no deadline for notification, but students are encouraged to provide as much advanced notification as possible, so that University personnel have sufficient time to help the student plan appropriately for their departure and readmission. Although students are not required to

provide advanced notification of an impending absence due to military service, those students who do not will be subject to the same leave of absence and readmission procedures as are applied to all other, non-veteran students who leave the University.

Re-admission procedure:

1. *Students must submit an update application to the Office of Admission Processing to indicate their desire to re-enroll. Applications must be received by the first day of class in any given term. If the application for readmission is made after the first day of class, the student may not enroll until the following term, as beginning attendance after the first class meeting may have a detrimental effect upon the student's ability to succeed academically.
2. Students will be asked to submit the following in support of their application:
 - a. If separated from the service, students must submit their DD-214.
 - b. Students who were required to do so but who did not provide an advanced notice of their military service and their intent to re-enroll must provide documentation of the military service that necessitated their absence from the University.
 - c. Official transcripts of any additional coursework that may have been completed while the student was absent from the University. Additional coursework will be considered under the University's applicable policies and procedures for the evaluation of transfer credit.
3. The \$50 application fee will be waived

*Note that if the applicant has been less than honorably discharged; is a commissioned officer that has been dropped from the rolls; has been absent from the University by reason of military service for more than five (5) years; is applying for readmission more than three (3) years after the completion of the period of service; and/or is applying for readmission more than two (2) years after recovery from a service connected illness or injury, the protections afforded to veterans under the Higher Education Opportunity Act of 2008 do not apply. A student's eligibility for these protections will be evaluated by the Office of Veteran Services during the re-enrollment process.

Students who have left the University in good academic standing will be admitted to the same program unless the student requests or agrees to admission to a different or updated version of the original program. If that program is no longer offered, the Office of Admission will work with academic advisors to provide similar but alternative program suggestions to the student. If the student left the University in good academic standing, admission will be granted at the same enrollment status, unless the student requests or agrees to admission at a different enrollment status, and with the same number of credit hours completed previously by the student, unless the student is readmitted to a different program to which some of the credit hours may not be applicable.

If the student left the University in good academic standing but upon application for readmission it is determined by the department chair, in consultation with the Center for

Student Success, that the student is not prepared to resume the program with the same academic status as when (s)he left off or will not be able to complete the program, the student will be referred to the Provost. The Provost, in consultation with the appropriate faculty members (i.e., professors, the department chair, the school dean) will determine what reasonable efforts will be made to help the student become prepared to resume their original academic program or a different academic program that the student considers an acceptable alternative; those reasonable efforts will be made at no extra cost to the student.

Students who were academically dismissed from the University must follow the procedures of the Academic Standards and Review Committee, as well as the procedures noted about for application for readmission. The Office of Admission will guide students through academic standards review process.

Before beginning class attendance, veterans must complete the admission process noted above, be admitted to the University, and have satisfied all any previously outstanding financial obligations to the University. This is consistent with the requirements for all regularly enrolled students at the University.

Veterans who are readmitted to the University will be assessed the same published tuition and fees for the current academic year as all other students. However, if the student's veteran's or service member educational benefits are not sufficient to pay the student's costs in full, the student will be assessed the tuition and fees that were in effect the semester that the student left the University for qualifying military service covered under the Higher Education Opportunity Act of 2008. This tuition differential is only applicable to students who are readmitted and resume the same academic program, and only in their first year of re-enrollment. If the student is readmitted to the University in a different academic program and for subsequent years in the same program, the student will pay the published tuition and fees effective for the current academic year.

Active duty personnel that are called up for service during an academic semester will be withdrawn from their courses and provided with a 100% tuition and fee refund. If at the time of the deployment the student is substantially through the semester, they may petition the Vice President for Academic Affairs and Provost to complete the remainder of the course electronically, obtain a grade based on the work completed, or obtain an Incomplete grade with the ability to finish the work within a specified time frame.

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