Procedures for Course Completion
Due to absence from class(es) because of
Active Military Duty

Students finding it necessary to leave the University because of required active military
duty must complete one (1) of the following:

1) Request an official withdrawal at the Registrar Records office with a 100% refund
in all tuition and course fees. Room and board fees would be prorated. The
request should be in writing with attached copy of activation papers.

2) Petition the faculty members to request an assignment of a grade of “IM” in
class(es) currently enrolled (with concurrence from the Dean of the College in
which the course is offered.) It is recommended that the course be completed.
The student upon completion of active military duty must follow up with the
faculty member. If no contact is made within 2 years of leaving the University,
the “IM” turns to “W.” If the faculty declines to grant an “IM”, then the student
would have to withdraw.

3) After completion of the 12th week of classes, the student may petition the faculty
member of class(es) in which the student is enrolled to request a grade be
assigned to the class(es) based on work completed to date with concurrence from
the Chair and Dean of the college in which the course(s) are offered. This
request should be in writing with attached copy of activation papers.