

**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 12<sup>th</sup> 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(es) are offered. This request should be in writing with attached copy of activation papers.