APPENDIX K
STUDENTS AFFECTED BY MILITARY CALL-UP/ MOBILIZATION
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K.1 STUDENT MILITARY LEAVE

Following are standards and guidelines for accommodating UCO students ordered to active duty. Some issues related to federal or state financial aid and veterans’ benefits can not be addressed conclusively without information from those respective agencies.

A. They will have the option of withdrawing at any point in the semester. The type of withdrawal may either be “no record” within the no record withdrawal period, or a “W” thereafter. The “no record” withdrawal does not appear on the transcript.

B. They may request an “I” (Incomplete grade) from their instructors. That decision authority rests with each faculty member concerned. Normally, eligibility for an “I” is based on having completed enough of the course where just a small portion remains, and can be completed without having to re-enroll in the course. Their request should, circumstances permitting, be made prior to departing for military duty.

C. Those students given a “I” will be allowed to complete the remaining work required for a grade upon their return from military duty. The normal one-year time limit for resolving an “I” will not start until their return and may be extended at the discretion of the instructor.

D. Faculty members may issue an appropriate grade for students who, at the time of call-up, have completed a substantial portion of the course to merit receiving a final grade. The suggested guideline is completion of at least 11 weeks of the semester.

E. To the degree allowed by federal and state law, UCO will refund to the student all tuition and fees associated with the semester of enrollment at the time of call-up. Certain financial assistance or benefit programs, however, may have stipulations which impact the amount which may be refunded. Only students who withdraw will be eligible for refunds.

F. Students must coordinate as soon as possible with the UCO Enrollment Services
and Financial Aid offices for counseling and an exit interview. This may be done personally or in writing, but not by phone. They must provide a copy of their military orders at that time.

G. Students returning to the university upon completion of their military call-up duty will be given priority consideration for re-enrollment.

H. The leave of absence granted pursuant to Senate Bill 1830 shall not exceed a cumulative five (5) years.