

MILITARY DEPLOYMENT POLICY GUIDELINES FOR STUDENTS ORDERED TO ACTIVE MILITARY DUTY

The following policy serves as a guideline for making arrangements on behalf of students who have been ordered to active military duty. In those unique instances not addressed by the rubrics listed below, Augustana University will make arrangements on a case-by-case basis.

- A. Students ordered to active military duty within the last four (4) weeks of the semester will be given three options for making arrangements for completion of academic coursework.
 - 1. Student(s) may elect to receive either a satisfactory/unsatisfactory (S/U) or letter grade for a course if they completed at least 80% of the course requirements, or
 - 2. Student(s) may elect to receive an "Incomplete" grade, or
 - 3. Student(s) may withdraw from the academic term with a 100% tuition refund.

Listed below are additional points of clarification in relation to the three options listed above.

- a. If at least 80% of the coursework is completed, the faculty will submit a grade calculated on the work completed thus far in the course. If it is felt there is insufficient evaluative work to justify a letter grade, the faculty member will submit an S or U grade.
 - b. A student electing to receive an "Incomplete" will establish an agreement for completion of the course with the faculty member. If necessary to finish the course, a student will be permitted to re-take the class at no cost.
 - c. A student may elect to either receive an "Incomplete" grade or may choose to withdraw from the course after reviewing the assigned grade. This option must be exercised before the end of the academic term in question.
 - d. Students deployed during the Interim or summer school will be afforded the same options in the final week of that academic term as during the final four weeks of a semester.
- B. If the date of military deployment results in the student leaving school prior to the last four (4) weeks of a semester, the student may withdraw from class(es) with a full tuition refund.
- C. Room and board charges are prorated on a weekly basis. Refunds will be established by the number of weeks remaining in the academic term.
- D. A student ordered to active duty may request a full refund for textbooks for those classes student has requested to be withdrawn and receives a full tuition refund and does not receive a grade or an "Incomplete."
- E. Other unforeseen financial arrangements will be made with sensitivity to each student's unique circumstances. It is not the intent of Augustana University to see a student realize any financial consequence or penalty due to an enrollment interruption from active military duty.