

Student Services Manual (SSM)

SSM 201–18: Accommodating Active Duty Military

Effective: 8/27/1990

Revised: 8/15/2018

Purpose

To provide students who are members of the National Guard, the Reserves, or other branch of the U.S. Armed Forces opportunities to make-up examinations and other graded in-class work when they miss class or final exams for situations arising from line-of-duty activities or where students are unable to complete classes because of activation for military duty, or where students are unable to complete classes because their spouse has been activated for military duty and the student is the legal guardian of minor children.

Sources

University Senate

Office of the Provost of the University

University Registrar Services

Pat Tillman Veterans Center

Policy

1. Line-of-duty missed assignment make-up policy (incomplete or withdrawal not required).

Students who serve as active duty or reserve military personnel who miss classes, graded assignments, or examinations because of required work performed in the line-of-duty, and this absence does not require the use of the activation for military duty withdrawal policy, shall be given opportunities to make-up examinations and other graded work. However, absence from class or examinations due to line-of-duty activities does not relieve students from responsibility for any part of the course work required during the period of the absence. In addition, because of the potential for a dramatic increase in family-related responsibilities during a deployed spouse's absence, student spouses who are legally responsible for minor dependents should be afforded the same accommodations to make-up missed work when their spouse is deployed.

Under this policy, when there is a question as to the validity of the line-of-duty event, Pat Tillman Veteran's Center shall determine whether a particular event qualifies as a military line-of-duty activity.

In each college, a specific individual (e.g., dean's designated representative) shall be responsible for facilitating adherence to this policy. In accordance with any academic unit or college requirements, students who participate in line-of-duty activities shall be provided makeup assignments, examinations, or other graded coursework missed because of required work performed in the line-of-duty, without penalty.

Should disagreement arise over this process, the instructor and the student should contact the academic unit chair for resolution. If the disagreement is not resolved by the chair, the disagreement shall be submitted to the dean or the dean's designated representative for final determination.

If the line-of-duty activity is known in advance, the student must submit satisfactory evidence documenting the line-of-duty activity to the instructor early in the semester or as soon as possible, prior to the missed class, assignment, or examination. If the line-of-duty activity was not known in advance, the student is responsible for providing satisfactory evidence of the line-of-duty activity to the instructor as soon as possible after the missed class, assignment, or examination.

2. Activation for military duty (incomplete or withdrawal required).

A student who is a member of the National Guard, Reserve, or other U.S. Armed Forces branch or is the spouse, as described in the Purpose section of this policy, and is unable to complete classes because of military activation, may request complete withdrawal or course withdrawals, incompletes, or grades, depending on the timing of the activation and the individual student’s needs. Absences resulting from military activation will not adversely affect a student’s catalog year.

To receive consideration under the military activation policy, a student should complete a Military Activation Form and return the completed form, along with a copy of the military activation order, to the Pat Tillman Veterans Center. The Pat Tillman Veterans Center staff will coordinate the processing of the form for the student, including verification of orders, counseling on available options, referrals to academic departments, referrals or notification to offices regarding potential refunds, and initiation of processing administrative withdrawals or incomplete grades.

Activation for Military Duty Incomplete and/or Withdrawal Procedure

Responsibility	Action
Student	<ol style="list-style-type: none"> 1. Notify the Pat Tillman Veterans Center about activation for military duty and obtain the Military Activation Form. 2. Complete the form, attach a copy of the military orders regarding activation, and submit to Pat Tillman Veterans Center.
Pat Tillman Veterans Center	<ol style="list-style-type: none"> 3. Review the form and verify the military orders. 4. Review the available academic record options with the student and refer the student to the academic department for assistance, if needed, to facilitate the following procedure: 5. <ol style="list-style-type: none"> a. a letter grade submitted by instructor (if the instructor believes it is warranted for classes near completion); if this is not possible, b. an incomplete issued with arrangements for completing the final coursework and earning a final grade; if this is not possible, <p style="margin-left: 40px;">then</p> <ol style="list-style-type: none"> c. it will be referred to academic advising with a recommendation of military activation withdrawal (if military related.) 6. Notify University Registrar Services if the student selects withdrawal options. Advise student to consult with individual instructors regarding the options of receiving a letter grade or incomplete. 7. Review financial obligations identified by a student seeking withdrawal from classes and (if time permits) refer the student to the appropriate business offices (e.g., Financial Aid and Scholarship Services, Student Housing, Parking Services, ASU Bookstore, Campus Health Service) to discuss refund eligibility or notify offices of potential refund on the student’s behalf.

University Registrar Services	<p>8. Process the student’s withdrawal and indicate on the student’s PSS record that military activation occurred for the relevant semester(s) to preserve the student’s catalog year.</p> <p>9. Notify the appropriate Student Business Services staff about a possible refund resulting from withdrawals.</p>
Student Business Services	<p>10. Determine and initiate an appropriate refund of tuition and fees paid by the student.</p> <p style="text-align: center;">Note: Although complete withdrawal may result in a 100 percent refund, partial withdrawal may not generate a tuition refund if the remaining hours are 7 or more for resident students or 12 or more for nonresident students.</p> <p>11.</p>
Other business offices	<p>11. After notification from the Pat Tillman Veterans Center, determine and initiate appropriate refunds if the student requested withdrawal from classes.</p>

Cross-References

For related information about military leave for faculty and academic professionals, see the *Academic Affairs Policies and Procedures Manual*—[ACD 708](#), “Military Leave.”

For related information about military leave for classified, university staff, and administrative employees, see the *Staff Personal Policies and Procedures Manual*—[SPP 706](#), “Military Leave of Absence.”