

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

ACTIVE DUTY AND DEPLOYMENT

—DRAFT—

Number 03.01.XX

Division Student Affairs

Date

Purpose To establish a policy for withdrawal due to deployment or relocation for active-duty, reserve or military dependents.

Policy This policy applies to all students who are members of the military or dependents of active-duty or reserve military impacted by deployment or required relocation.

Upon receipt of activation orders, students may request a withdrawal due to extenuating circumstances. Based on the circumstances, a student may receive a grade of “W” in each course, or a student may be dropped and all courses removed from the transcript. Withdrawal due to military deployment with approved documentation will result in a refund of tuition.

Faculty should contact their respective Dean or the Provost when the Faculty member becomes aware of a student’s military deployment. The President will direct an appropriate official to maintain records of students currently in the military.

Military dependents whose families must move due to the deployment or relocation will receive the same consideration.

All documentation should be submitted to the Dean of Students through the Extenuating Circumstances Request.

Review The Vice President for Student Affairs is responsible for the review of this policy every five years, or whenever circumstances require.

Approval

Chief University Counsel Date

Provost and Executive Vice President for Academic Affairs Date

Vice President for Student Affairs Date

APPROVED:

President Date