PURPOSE OF THIS POLICY

The purpose of this policy is to provide students who are called to active military duty with options for withdrawing from their classes.

APPLICATION OF THIS POLICY

This policy applies to all Colorado State University students who are called to active military duty in the United States Armed Forces while enrolled at the university.

DEFINITIONS USED IN THIS POLICY

University Withdrawal: A student withdrawing from all classes for a given term, starting the first day of the term and on or before the last day of classes (before Final Exams week).

POLICY STATEMENT

Students called to active duty may follow prescribed policies in withdrawing from the University. Policies may be found in the , the Veterans’ Program Office, or the Faculty Advising Manual (Chapter 3 - University Withdrawal).

In response to military action declared by the President of the United States or Congress in which United States forces are being called into active duty, the university shall apply...
follow this policy for the duration of such actions, and the Center for Advising and Student Achievement (CASA) shall execute it.

**POLICY PROVISIONS**

Any student called to active military duty may, upon presentation of a copy of his or her military orders to CASA, the Collaborative for Student Achievement, be given a grade of incomplete in courses for which he/she is registered. The student, or his or her designated representative, may make this request in person, by letter, or by telephone. To authorize someone to act as the student’s representative, the student must sign a FERPA release form.

However, the request will not be processed by CASA until when a copy of the student’s military orders are received. The CASA advisors will counsel with the student or student’s representative and the student’s instructors to select on the options, which include (either withdrawal from the University, withdrawal, cancellation of courses, or taking of a grade of incomplete,) that is to help determine what is most appropriate to that student’s situation. (Note: CASA cannot disclose personally identifiable educational information with a third party, even a spouse or other designee, without a signed FERPA Release Form. The FERPA Release Form authorizes CASA to disclose the student’s educational information to his or her designee. See Academic Faculty and Administrative Professional Manual Section I.2.) If the student chooses to implement a University Withdrawal from the University as a result of an undetermined amount of time required away from his or her studies during military service, the tuition paid for the semester will be refunded.

If the student opts for a grade of incomplete for the course, tuition will not be refunded. The grade of incomplete will remain on the student’s record for a period not to exceed one year following the end of the semester in which the student re-enrolls at Colorado State University. By this date, the grade will be changed by the instructor or department head of record, or it will convert to a grade of "F." It will be the responsibility of CASA personnel to track these students and to keep the Office of the Registrar notified of the status of these students, since the time period for which the grade of incomplete may remain on the record may vary from the normal University time limits for resolution of grades of incomplete.
COMPLIANCE WITH THIS POLICY

Compliance with this policy is required. For assistance with interpretation or application of this policy, contact CSA?

REFERENCES

Academic Faculty and Administrative Professional Manual Section 1.11
Office of the Registrar--University Withdrawal--Website
Office of the Registrar--GI Promise--Tuition Adjustment--Website [link broken – not sure where it should go]
Center for Advising and Student Achievement (CASA)--Website Collaborative for Student Achievement (CASA)--Website
Adult Learner and Veteran's Services (ALVS) website?

APPROVALS

Effective ________________
Revision approved August 9, 2019 (per Faculty Manual I.11)
Revision approved by Lynn Johnson, Vice President for University Operations, on ______________