
APPENDIX K
STUDENTS AFFECTED
**BY MILITARY CALL-UP/
MOBILIZATION**

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K.1 STUDENT MILITARY LEAVE

The University of Central Oklahoma recognizes that many of its students serve our country in the active military, Reserve Forces of the U.S. Armed Services and in the Oklahoma National Guard, and that these students are subject to unforeseen mobilization/activation in response to local, regional, national, or international emergency situations. Such emergency mobilization/activation can seriously disrupt these students' academic careers. In an effort to minimize disruption, communication between the student veteran, their individual professors, and VetHERO (Higher Education Resource Office) is highly encouraged throughout this process.

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 cannot be addressed conclusively without information from those respective agencies. The student who is a member of the National Guard, Reserve Forces of the United States military, or active military will be required to provide a copy of the **official** Title 10 or mobilization orders to the VetHERO office to verify legitimacy of orders before notifying the faculty member of the orders.

- 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. Those students given an “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.

- C. 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 (Faculty Handbook).
- D. 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.
- E. 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.
- F. Students returning to the university upon completion of their military call-up duty will be given priority consideration for re-enrollment.
- G. The leave of absence granted pursuant to Senate Bill 1830 shall not exceed a cumulative five (5) years.
- H. These procedures do not apply to student's initial enlistment into the U.S. Armed Forces unless compulsory.
- I. Special exemptions may be made for the student veterans who have been selected and received official military orders for specialty schools including but not limited to Airborne, Air Assault, Ranger, and Pathfinder. However, training such as this is seen as elective and in most cases require the service member to request the orders. Submitting a DA Form 4187 to attend a military school during a semester will not be used as an alternative to failing classes.