

## Military Accommodation

This policy is designed to be flexible to allow students to complete as much academic coursework as possible.

The Bursar's Office reviews and determines if military orders are applicable for any refunds associated with this policy.

### Leave Before End of Term

Students requesting to leave classes, based on a military activation or deployment, must submit a copy of their military orders confirming the date of activation/deployment was during an academic term.

This section of the policy is for:

1. Students serving in the military, who are notified after the first day of the term in which they are currently enrolled, they have been activated or deployed to a combat zone, or in direct support of or proximity to a combat zone, or:
2. Students who are a member of the National Guard or reserve forces of the United States and who have been ordered to state military service or federal service or duty.
3. Students, who are spouses of an activated, or deployed military member, and have a dependent child

Students, who meet the requirements listed above, have options listed below when leaving prior to the end of a term, in which they are currently enrolled. Although students may request Incompletes or grades, the decision is made by the instructor of the course.

1. Request a Total Withdrawal from all classes and receive a full refund of tuition and mandatory fees.
2. Make arrangements with instructors to complete some or all courses:
  - Request instructors to assign Incomplete grades.
    - On-campus students have until the end of the next term to complete the incomplete work. Students enrolled in the College of Graduate & Continuing Studies (CGCS) are allowed 90 days from the end of the term to complete incomplete work.
    - Students will agree to a study plan outlining how the work will be completed
    - Student's registration for courses receiving an Incomplete will remain intact and tuition and mandatory fees assessed in full
  - Request courses for which arrangements cannot be made for Incomplete grades, to be Withdrawn (W grade on transcript). Refund of tuition and mandatory fees will be granted for Withdrawn courses, if the student drops below full-time. Room and board will be refunded on a per-day basis.
  - Request a grade assigned at the time of leave, if 80% of the course days (on campus students), or 60% of seminar days (CGCS), have been completed, and the instructor believes the cumulative grade represents sufficient knowledge of the material for the course or seminar.
3. On-campus students may be granted Military Leave for the period away from Norwich University, regardless of Academic Standing at the time of departure.
4. Upon return, students submit a Re-Admission Application to the Registrar's Office; the Registrar's Office shall notify the student s/he has been re-admitted regardless of Academic Standing, since re-admission is automatic in this situation.
5. Waiver of re-admission fee.

Upon future re-matriculation to Norwich University, students are charged tuition and fees at the rate in force at the time of re-matriculation.

### Late Start of a Term (On-Campus Students Only)

Students requesting a late start, based on a military activation or deployment, must submit a copy of their military orders confirming the date of release was during an academic term.

This section of the policy is for:

1. Students who return from active duty in the military (state or federal), National Guard or reserve forces of the United States.
2. Students, who are spouses of a military member, and have a dependent child.

Students who meet the requirements listed above, are allowed the following when arriving not more than 7 calendar days from the first day of a term:

1. Late fees will not be charged to the student, or spouse
2. The Registrar will send email notices to the following, notifying them of the first day the veteran student, or spouse, plans on attending classes for the respective term:
  - Dean of Students/Commandant
  - Bursar's Office
  - Financial Aid Office
  - Advisor
  - Faculty for all classes in which the veteran student, or spouse, is currently enrolled
3. Faculty will make every attempt to accommodate students for whom this policy applies.
4. Students are responsible for completing all course requirements (including any portion missed).

Students may submit an Academic Petition form (<https://norwich0.sharepoint.com/sites/registrar/Forms%20Students%20Only/Forms/AllItems.aspx>) requesting to begin later than 7 calendar days from the first day of a term.