Course Credit
Active Duty Military Students

POLICY STATEMENT AND PURPOSE

In accordance with the Code of Virginia, Section 23-9.2:3.7, Virginia Commonwealth University has implemented policies that provide students called to active military duty during an academic semester with the opportunity to earn full course credit.

WHO SHOULD READ THIS POLICY

Faculty, administrators, staff, and students.

RELATED DOCUMENTS

None

CONTACTS

VCU’s Office of Records and Registration in the Division of Student Affairs and Enrollment Services officially interprets this policy and shall recommend revisions or eliminations to any or all parts as necessary to meet the changing needs of Virginia Commonwealth University. Please direct policy questions to the VCU Registrar.

DEFINITIONS

Call to Active Military Duty

Any operation, including a defense crisis, in which the president of the U.S. declares a sudden mobilization that
includes members of the Virginia National Guard or the active or reserve forces of the U.S. Armed Forces.

Course requirements

Components that must be completed in order to obtain credit for a course and may include papers, tests, quizzes, class participation, contact time, examinations, projects, experiments, work experience and clinical experience.

PROCEDURES

Defense crisis tuition relief, refund and reinstatement guidelines:

These guidelines apply to any operation, including a defense crisis, in which the president of the U.S. declares a sudden mobilization that includes members of the Virginia National Guard or the active or reserve forces of the U.S. Armed Forces who are students enrolled at VCU. Students are offered the following enrollment secession options:

1. Drop all courses before the end of the add/drop period and receive a full refund of all funds paid the university. Students will be asked to sign the drop request form with the registrar indicating that they are not receiving a financial aid refund.

   This option might best meet the needs of students who are called to active duty service during the first week of school and did not receive a financial aid refund check or direct deposit.

2. Receive a grade of Incomplete (IM – incomplete military) in one or all courses. Students residing in university housing will be released from their housing and dining service contracts and will receive a prorated refund of these charges. Students who chose to take a grade of IM will not have tuition and fees reduced for these courses because, upon receipt of an approved change of grade, credits will still be earned for the semester. Students will have 12 months from the date that they return from active service to complete the course work and earn a course grade.

   This option might best meet the needs of students who have essentially completed all course work in a class for the semester, but have yet to turn in a final project, an exam or other materials. It should be agreed upon between the instructor and the student that the remaining course work can reasonably be completed during the 12-month period following their return from active service.
3. Accept administrative withdrawal (WM – withdrawn military) from all courses as of the effective date of the orders to active duty. If this option is elected, a full refund of all tuition, fees and prorated room/dining charges will be made. If a student received financial aid, the amount recovered to the financial aid accounts will follow the Federal Financial Aid Refund Policy.

This option might best meet the needs of students who are called to national service in the middle of a semester and have not completed 75 percent of their class requirements. This option also might best meet the needs of students who are leaving the university during the first week of class and received a financial aid refund check or direct deposit as a result of their financial aid.

4. Students who have completed 75 percent of the course requirements at the time of military activation and, notwithstanding certain exceptions noted below, who meet requirements as determined and agreed upon by the faculty instructor and the student may receive full course credit.

Students may receive full course credit if 75 percent of course requirements have been completed, under certain circumstances. The instructor is responsible for determining what percentage of course requirements have been completed based on factors to include but not limited to contact time, examinations, projects, work experience and clinical experience. The awarding of full credit cannot be made where the incomplete requirements are essential components of the course or program required by law or regulatory bodies, required for competency in the work place, or required to complete licensure examinations.

**Leaving the university:**

To initiate this process, the student must provide the university registrar with a copy of his or her active duty orders and indicate Option 1, 2, 3 or 4 for each course. If Option 4 is selected, the student must provide documentation from the instructor. The university registrar will take the appropriate enrollment action, post the appropriate grades and send a copy of the orders and a copy of the student course request statement to the director of financial aid and the director of student accounting.

**Returning to the university**

If the student returns within one year of completing their national emergency service requirement, the student may return to the university in the same program of studies without reapplying for admission. If the student reapplies for admission after the one year period, the VCU
reapplication admission fee shall be waived. Comparable program of studies may be chosen for discontinued programs of study. The student should begin the re-enrollment process by writing to the director of admissions regarding their intent to re-enroll.

Initial Policy Approved by the Board of Visitors 11-12-09