

## Procedure for Students Called to Active Duty

### **Withdrawal Policy for Students Called to Active Military Service**

Students called to active service during the course of a term must choose one of the following options before departing for active service.

- Any student called to active service during the course of a term may elect to withdraw from the University with a full refund of all academic tuition and segregated fees and, if residing in a UW-W residence hall, the prorated refund of board and room fees. Under this circumstance, no course credit and no course grades will be awarded.
- Students called to active service on or prior to the last date to drop a full-term course (normally the end of the sixth week) may withdraw with the full refund of academic tuition and segregated fees and the prorated refund of board and room fees (if residing in a UW-W residence hall).
- Students called to active service after the last date to drop a full-term course (end of the sixth week) may elect to take the grade of "Incomplete" in all courses. The time period allowed to satisfy the Incomplete Contracts would not, under this circumstance, begin until the date of release from active service. At any time within six months of the date of release from active service, the student may elect to withdraw from the University for the term in which he/she was called to active service. Students who elect this alternative are not eligible for the refund of academic tuition and segregated fees, but, if residing in a UW-W residence hall, are eligible for the prorated refund of board and room fees.
- Students called to active service after the last day to withdraw from the University, as published in each term's Schedule of Classes, may elect, with the permission of the course instructor, to accept the grades earned to that day in each of their courses. Under this circumstance, normal University policy for the award of "Incomplete" grades would apply. The time period allowed to satisfy Incomplete Contracts would begin at the date of release from active service. Students who elect this alternative are not eligible for the refund of tuition and fees.

Students called to active service are guaranteed readmission upon the completion of active service.

Any questions regarding the above process should be directed to the Registrar's Office (262/472-1580).