

# Active Military Duty Leave

Enrolled students called into active service in the armed forces of the United States prior to the completion of the semester shall be eligible for either of the options listed below.

Students taking distance/online classes who reside in states other than Missouri where a conflicting law may require other options than listed below will be given the accommodations required by that law when the student provides documentation of the law's existence and proof of its applicability to him/her.

Students who are enrolled at the University of Missouri and reside in a state outside of Missouri should review the information below related to unique military deployment benefits.

The Office of the University Registrar will require the following information:

- a copy of the military orders, as soon as possible
- forwarding address
- name, address and phone number of a contact or representative
- the student's name as it is on MU records
- MU ID number
- which option the student wishes to choose for classes

Students must choose either option one or two. Under Option 1, please select either A or B.

**NOTE:** If you are dropping all your courses prior to the start of a term, in addition to filling out the contact information and signing this form on the back, you will need to fill out and sign an Early Cancellation form.

A student who plans to withdraw must see his or her academic advising unit and return the form to Office of the University Registrar. In addition, students entering active military duty must visit the Veterans Center.

## Option 1

### Withdraw From All Courses for the Semester

A student may choose to withdraw from all classes. In such cases, the student may request either of these options:

A. That the official transcript indicate the courses from which he or she has withdrawn, the date of withdrawal and the reason for withdrawal. Students choosing this option will have their tuition and fee charges and their student financial aid eligibility calculated effective with their official withdrawal date.

B. That all courses for that semester be expunged from the student's academic record. Students taking this option will receive a complete refund of all tuition and incidental fees paid by the student for enrollment for that semester. However,

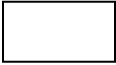
Military Policy

Updated: 1/23/2020

students who have received federal, state or institutionally funded financial aid must return all aid disbursed to them for the semester.

## Refunds

- Refunds will not be immediately available.
- Refunds are based on the last method of payment (i.e. credit card, check, etc).
- Refund checks will be sent to the student's mailing address unless a forwarding address is left with the university.



## Option 2

### Receive Incompletes in all Courses for the Semester

A student may choose to receive an incomplete in each course not yet completed for the semester. In that case, the following rules apply:

The student must complete all course work for the semester to the satisfaction of the instructor(s), and the time a student spends on active military duty shall not be counted against the time allowed for the completion of an “Incomplete” grade.

- **I to F Policy:** Students called to active military duty will be exempted from the one-year automated changes of I to F grades for the term of deployment and the year prior to deployment. In accordance with state statute, students may complete work upon their return from duty or may choose to maintain the “I” grade. Therefore, “I” grades for students called to active military duty will remain listed as “I” until a change of grade is submitted by the faculty member, or indefinitely, if so desired by the student.
- **NR to F Policy:** Military duty will be exempted from the one-year automated changes of NR to F grades for the term of deployment and the year prior to deployment. In accordance with state statute, the student may choose to maintain the NR grade. Therefore, NR grades may stand for students called to active military duty indefinitely, if so desired by the student.
- Upon completion of all coursework for the semester, the student may choose either to:
  - A. have the grade earned for the course and have the “Incomplete” expunged from his or her official record
  - or
  - B. have the “Incomplete” grade remain as the final grade with reason for the “Incomplete” noted on his or her official record

## Refunds

- No refunds will be given for option two.

## **Residential Life**

Residential Life will be contacted and informed of the student's intent to exit the university. Room, board and social fees will be prorated and applied to the university student account based on the effective date of the student's official checkout from the residence hall or other university accommodations.

## **Financial Aid**

The Office of Student Financial Aid will be informed of the student's status and official withdrawal date and may make adjustments according to federal, State of Missouri and institutional guidelines.

## **Scholarships**

Scholarships may or may not be applicable upon the student's return to the university. For example, Section 41.948.2, RSMo, provides that if a student has been awarded a scholarship to be used to pursue an academic program in any higher education institution in Missouri and he or she is not able to complete the term for which the scholarship was granted, the student shall be awarded that scholarship at any subsequent academic term provided the student returns to the academic program at the same institution at the beginning of the next academic term after the completion of active military service. If a student has any scholarships or other aid or award, he or she should contact the issuer to determine whether it will be applicable on his or her return and whether he or she will need to satisfy any other conditions.

### ***Contact:***

Office of the University Registrar

125 Jesse Hall

The University of Missouri – Columbia

Columbia, MO 65211

Office: (573) 882 – 7881

FAX: (573) 884-8382

Email: MU Univ Registrar WebReg <[umcunivregistrarwr@missouri.edu](mailto:umcunivregistrarwr@missouri.edu)>

## **Re-admission of Previously Enrolled Students:**

Military students returning to Mizzou from Active Duty may not need to complete the application for re-admission. Please contact the Office of the University Registrar at 573-882-7881 or by email MU Univ Registrar WebReg [umcunivregistrarwr@missouri.edu](mailto:umcunivregistrarwr@missouri.edu) to discuss your re-enrollment at the University of Missouri.

View [Missouri Revised Statutes Chapter 41 \(41.948\)](#). This policy is implemented to ensure that students called to active duty prior to the end of a term receive fair and just treatment, both financially and academically.

Military Policy

Updated: 1/23/2020

*The Office of the University Registrar will require the following information. All information needs to be submitted by fax, email, mail or in-person.*

- Forwarding Address:

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- Name, address and phone number of a contact or your representative:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

- **Your name as it is on MU records:** \_\_\_\_\_

- **MU ID number:** \_\_\_\_\_