

**CHARLESTON SOUTHERN UNIVERSITY  
OFFICE OF THE REGISTRAR  
MANUAL OF ACADEMIC POLICIES & PROCEDURES**

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| <b>TITLE</b>                                   | <b>NUMBER</b> | <b>PAGE</b>   | <b>DATE OF INCEPTION</b> |
|--|---------------|---------------|--------------------------|
| <b>READMISSION OF MILITARY SERVICE MEMBERS</b> | <b>A-8</b>    | <b>1 of 2</b> | <b>April 28, 2021</b>    |

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**Scope and Purpose:** Charleston Southern University acknowledges that students may be temporarily unable to attend classes or be required to suspend their studies in order to perform military service. CSU encourages such students to resume their education once a military service obligation has ended and adopts this policy to ensure the timely readmission of such students.

In accordance with federal regulations, 34 C.F.R. § 668.18 and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), the university will promptly readmit service members who seek readmission to a program that was interrupted due to a uniformed service obligation.

**Eligibility:** This policy shall apply to: (1) service members who are unable to attend classes for more than 30 consecutive days; and (2) service members who are unable to attend classes for less than 30 days when such an absence would result in a withdrawal from the university.

A student is eligible for readmission under this policy if, during an absence, the student performs uniformed service, voluntary or involuntary, in the Armed Forces, including the National Guard or Reserve, active duty, active duty for training or full-time National Guard (under federal authority). The cumulative length of all absences for uniformed service (service time only) must not exceed five years.

**Notification:** A student must provide oral or written notice of a uniformed service obligation to the Office of the Registrar as far in advance as possible, unless precluded by military necessity. Such notice does not need to indicate when the student will return to the university.

The student must also give oral or written notice of his/her intent to return to CSU within three years after the completion of the period of service. Immediately upon the student's return to school, the student must provide notice that he/she may be entitled to the tuition and enrollment benefits outlined in this policy. The returning student may be required to provide official military obligation documentation.

**Tuition and Fees:** A returning student will be charged the same tuition and fees in effect during the last academic year the student attended, unless veterans' education benefits or other service member education benefits will pay the amount in excess. For subsequent academic years, the returning student will not be charged tuition and fees in excess of what other students in the program are charged.

**Readmission Requirements:** A returning student will be permitted to reenroll in the next class(es) scheduled in the same academic program, unless the student requests a later date of reenrollment or agrees to a different program. A returning student will be readmitted into the same academic program the student was enrolled in prior to the military service obligation. If the exact program no longer exists, the student will be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program. Returning students will be reenrolled with the same enrollment status, number of completed credit hours, and academic standing as the last academic year of attendance.

If the university determines that a returning student is not prepared to resume the program or is unable to complete the program, the university will make reasonable efforts to enable the student to resume or complete the program at no additional cost to the student. If such efforts are unsuccessful or place an undue hardship on the university, the university is not required to readmit the student.

In accordance with federal regulations, returning students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission under this policy. However, service members who receive dishonorable or bad conduct discharge may remain eligible for readmission even though they will not be entitled to the benefits outlined in this policy.

Note: This policy was adopted in order to comply with the requirements of Chapter 3 of Volume 2 of the Federal Student Aid Handbook.

Approved by the Interim Vice President of Enrollment Services and Marketing and the Associate Vice President for Enrollment Management, April 28, 2021.