

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

TITLE	NUMBER	PAGE	DATE OF INCEPTION
WITHDRAWAL DUE TO RESERVE / NATIONAL GUARD UNIT ACTIVATION	R-53	1 of 2	May 18, 1999

Purpose: To establish a policy to address student withdrawals due to reserve/national guard unit activation.

Students who are serving their country as military reservists or National Guardsmen may be forced to withdraw if the National Military Command Authority activates their unit. Upon official documentation of such a call up, the following university policies will apply:

GRADES

Students who are required to withdraw from the university as a result of a military call-up of their unit will be assigned a grade in the dropped course(s) in accordance with the following options:

1. A final grade will be assigned if the professor(s) assesses sufficient course work has been accomplished to equal course completion.
2. If the professor(s) assesses insufficient course work has been accomplished to essentially equal course completion, the student may choose one of the following options:
 - a) A grade of "W".
(NOTE: The grade of "W" may result in the student not completing the minimum satisfactory academic progress requirements for the next financial aid year. These students will automatically be awarded a favorable CSU Financial Aid Appeals Committee appeal as soon as they file an appeal with documentation of completion of active duty which required withdrawal).
 - b) Upon agreement by the professor, a grade of "I" will be assigned. Any "I" must be resolved by course completion within six months of the official release from active duty to preclude assignment of a final grade of "F".

TUITION

Full-time Students – Withdrawing full-time students' accounts will continue to be charged full-time tuition. However, these accounts will be held in a "non-collection" status. As soon as the student files an appeal with documentation of completion of the active duty which required withdrawal, this charge will be automatically adjusted to reflect charges only for all courses declared completed at the rate that the sum of the hours for such courses dictates. For example, a full-time student who withdraws completing only six hours will be charged for six hours tuition at the part-time rate; student's assigned grades in all courses would be charged the full-time rate. Any credit balances generated as a result will be non-refundable and retained on the students' account in anticipation of return to the university.

Part-time Students – Withdrawing part-time students will be charged tuition for all courses declared completed. Upon submission of an appeal with documentation of completion of the active duty which required withdrawal, a credit will be granted for the entire tuition for courses in which the student withdraws with a "W." Any resulting credit balances will be nonrefundable and retained on the students' accounts in anticipation of return to the university after their unit is deactivated.

ROOM & BOARD

Housing – A student withdrawing from the university must vacate the residence halls. Pro rata room & board credit will be generated to the resident student's account. Room charges will be prorated on a day-for-day basis. Board charges will be based on the university policy in effect at the date of the activation. If the student's account is otherwise clear, credits will be fully refundable to the student upon application.

FINANCIAL AID

Federal financial aid regulations are in no way accounted for within, overridden by, or modified by any current reserve activation regulations. Withdrawals for reasons of activation are viewed under Federal law the same as any other type of withdrawal. Therefore, there is significant potential for full-time students withdrawing as a result of activation to lose some or all aid eligibility. Accordingly, the university will provide scheduled counseling as a group to these students, and will make every attempt to provide individual counseling upon request.

Approved by action of the President's Cabinet and updated by the VP for Academic Affairs and the VP for Business Affairs on February 13, 2017.

Note: This policy was adopted as a result of the Desert Storm action and remains in effect.