

STUDENTS CALLED INTO MILITARY SERVICES POLICY

Policy Scope

This policy applies to students who are regularly enrolled in any class or program offered by the University of Nebraska Medical Center. Students are eligible for the benefits described in this policy if they:

1. belong to a military unit that is called into active duty, including members of the National Guard or Reserve, or
2. are drafted and not eligible for deferment; such that the date upon which they are required to report to active duty prohibits them, as a practical matter, from completing the term in which they are enrolled, or
3. are on active duty and called to service for a mission, operation, or exercise.

Policy Statement

This policy shall be implemented in order that the University of Nebraska Medical Center might provide equitable, consistent treatment to its students who are called into military service and to facilitate their ability to continue their education once that military service is completed.

It shall be the policy of the University of Nebraska Medical Center to delineate procedures for refund, readmission, or withdrawal when a student is called to active duty of the Armed Forces of the United States. The dean (or designee) of the respective college will work with UNMC Student Success on a case-by-case basis to ensure the integrity of the student's record in support of a subsequent return for completion of the academic program.

An eligible student may elect to withdraw from any or all classes in which they are enrolled at the time the call for duty is received. In such case, the student shall receive a full refund for all tuition and student fees paid on behalf of that student. Alternatively, the student may request their instructors to award a grade or an incomplete for any or all classes. If an incomplete is given, the instructor shall file the grade in the student's educational record and provide to the student instructions regarding activities required to complete the course. The student has the option for reenroll in classes for service that does not exceed five (5) years unless exceptions under 28 U.S.C. § 1091c apply.

If a grade and credit are awarded, then the instructor shall award a grade reflective of the student's performance, taking into consideration the quantity and nature of the curriculum through the time of the student's departure.

Finally, the student shall have the option of withdrawing from selected courses, receiving a pro-rated refund of tuition and fees for those courses, while also opting to receive a grade or incomplete in other courses in which the student is enrolled.

Procedure

1. The student shall immediately contact their respective dean (or designee) and the UNMC Office of Financial Aid when they are called into service to advise of the pending absence due to call to military service.
2. Full refund of tuition, fees and other university obligations will be made as appropriate when no credit is earned for that semester. All

UPFF Fund A will be refunded. Any unused portion (pro-rated for semester) of UPFF Fund B will be refunded.

3. Final refund/repayment details will be handled on a case-by-case basis by the Office of Financial Aid.
4. UNMC students who are called to active duty and who have paid for student health insurance will receive a refund for the unused portion (pro-rated) of premiums paid for that semester/term. Insurance policy regulations do not permit continued coverage when serving in the armed services.
5. UNMC students will be advised of their option to request to be administratively withdrawn.
6. UNMC will make reasonable efforts to readmit the student with the same academic status and standing unless it is determined the student is not prepared to return to the program.

In the event the student is not able to provide prior notice of service, due to military necessity of confidentiality, this policy will apply where student provides an attestation that their service prevented them from compliance with the notice requirements.

Effective Date: 10/1/2001

Revised Date: 3/20/2023

Policy Process Applied: Standard

Policy Review Cycle: Three Years

Responsible University Administrator(s): Dr. Philip Covington, Associate Vice Chancellor for Student Success

Responsible University Office(s): Office of Academic Records

Policy Contact: Brooke Huntsmann (bhuntsmann@unmc.edu), UNMC Registrar