

Deployment Policy

A student who is called to active military duty should promptly notify the Office of Military Student Services (written or orally) of his or her military orders, including the departure date, to begin the withdrawal process.

If the student withdraws before 75 percent of the semester has elapsed, the student will receive a full refund of tuition and fees in accordance with university policy without credit or grades being posted. If the student has had tuition paid by using their VA benefit, that will not be refunded to the student but may be returned to the VA if required. A grade of "W" will be recorded on the student's transcript.

If the student withdraws after 75 percent of the semester has elapsed, the student will receive full credit with grades earned at the time of withdrawal. If a course relies on a final project and/ or examination to determine satisfactory performance, no credit will be granted until all required work is completed.

Students taking online courses may continue to be enrolled in those classes if it is possible and Internet is accessible.

Students wanting to complete their courses via independent study may do so with the consent of the instructor(s).

Students living in residence halls and/or with a meal contract will be refunded all remaining room and board costs in accordance with university policy on a pro rata basis.

The University will comply with the HEROES Act of 2003 to ensure that service members who are receiving federal student aid are not adversely affected because of their military status.

The University of Mary follows federal policy when a service member must withdraw from classes and wishes to be readmitted to the school. The policy is detailed in Chapter 3, Volume 2 of The Federal Student Aid Handbook.

In the event of a state or federal emergency declaration pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, (the "Stafford Act"), the Vice President for Academic Affairs may notify the Office of Military Student Services in writing that this policy applies to any military student who responds to a call to voluntarily perform military service.

Additional exceptions to this policy may be granted on a case-by-case basis by the VPAA or designee.