

## **Policy on Students Who Are Called to Active Military Service**

Hollins University, following federal and state laws and guidelines, makes accommodations for full-time and part-time undergraduate and graduate students serving in any branch of the armed forces of the United States who are called to active military service.

A student who is called to active military service should present their orders to the Dean of Academic Success (for enrolled undergraduate students), the Manager of Graduate Services (for admitted and enrolled graduate students), the School Certifying Official (for both admitted and enrolled undergraduate and graduate students), and the Vice President for Enrollment Management (for admitted and enrolled undergraduate students who are called to military service before the first day of classes of their first semester). These university officers will initiate Hollins' procedures for ensuring that the student can step away from their studies temporarily without financial or academic penalty.\*

Admitted students who are called to active military service before the first day of their first semester at Hollins are eligible to transfer their status into deferment for up to five years. Students who are called to active military service during an academic term in which they are enrolled will have the option to complete the semester in which they are enrolled provided their absence from the campus is short, or to take a military leave of absence if their call to active military service necessitates a longer absence. Both of these options are outlined in detail below.

### Semester Completion Options:

A student who needs to be away from campus due to active military service for a short period of time during a term--generally no longer than two weeks--will work with the Dean of Academic Success or the Manager of Graduate Services and the student's faculty members to develop a plan to complete missed work.

An undergraduate student who is called to active military service after the eighth week of an academic term, or a graduate student who is called to active military service having completed more than 50% of their coursework as determined by the faculty, may request incomplete grades from instructors and remain enrolled at the university through the end of the academic term, as outlined in the university's policy for incompletes. Students who are in good academic standing and earn a passing grade in at least one class for the term in question may carry incompletes for up to 12 months. If incompletes are not finished within 12 months, the student will be withdrawn from those classes and a grade of W will appear on the transcript.

Alternatively, if the student and their instructors mutually agree that a sufficient amount of work has been completed to assign a semester grade, the student will receive final semester grades at the time they are called to active military service.

Any remaining classes that the student neither completes nor receives an incomplete grade for will be withdrawn with a grade of W appearing on the transcript.

### Military Leave of Absence Option:

A student who is called to active military service and is not able to complete the semester in which they are enrolled can opt for a military leave of absence from the university. A military leave of absence can extend for up to five years from the term the student elects the military leave of absence.

A student may withdraw from all courses as of the effective date of the military orders to report to active duty. Upon withdrawal, tuition for the term will be refunded 100%; however, for a student receiving federal financial aid funds, the university is required to return those funds to the federal aid programs based on specific federal guidelines and calculations which will determine the amount available to be credited to the student's account. If the student is receiving Post 9/11 GI Bill® (Chapter 33) benefits, the university is required to return funds to the Veterans' Administration in accordance with their regulations. For a student whose tuition has been completely refunded, the full amount of institutional and state aid for that term will be cancelled since there would be no tuition liability for the student. The student may be eligible for those funds in a future semester, in accordance with proper application and qualification procedures.

Room and Board will be refunded on a daily pro rata basis based on the date the student officially goes on a military leave of absence from the university.

No grades will appear on the transcript of a student who goes on a military leave of absence prior to the last day to drop classes in a term. A student who goes on a military leave of absence after the last day to drop classes in a term will receive grades of "W" on their transcripts along with the following notation "Withdrew, effective date (Military Service)."

Students who are called to active military service during a term in which they are enrolled are encouraged to meet with the Dean of Academic Success or the Manager of Graduate Services to discuss the best academic option for them. They are also encouraged to meet with the Director of Scholarships and Financial Assistance to discuss how a military leave of absence might impact their financial aid.

#### Reinstatement:

An undergraduate student who is admitted to Hollins but called for active military service before the first day of classes of their first semester is eligible to transfer their admission status into deferment for up to five years. In the deferment period, the student must contact Hollins' Vice President for Enrollment Management at least once per calendar year regarding their intended start term. A student in deferment status may not enroll in any credit-bearing courses at another college or university. If credits are conferred to the student from another college or university during the deferment period, the student must re-apply to Hollins as a transfer student and submit all necessary documents to support their application.

A graduate student who has been admitted to Hollins but called for active military service before the first day of classes of their first semester is eligible to defer their enrollment for up to five years. While their admission is deferred, the graduate student is required to contact the Manager of Graduate Services at least once per calendar year regarding their intended start term. Any

graduate student unable to accept their offer of admission within the five-year period, will be withdrawn. New application materials will be required if they desire to enroll after the fifth year.

When a student who was on a military leave of absence is ready to return to the university, they should contact the Dean of Academic Success or the Manager of Graduate Services as well as the School Certifying Official to notify them of their intent to return. These university officers will initiate the reinstatement process.

Provided the student has returned to the university within the five-year time frame and has notified the university of their intent to return no longer than three-years after they completed their military service, they will not have to reapply and will be reinstated with the same academic status under which they went on military leave of absence. *The Federal Student Aid Handbook* states the following regarding reinstatement (provided the student returns within the time frames indicated above): “If the student is readmitted to the same program, for the first academic year in which [s]he returns, the school must assess the tuition and fee charges that [s]he was or would have been assessed for the academic year during which [s]he left school” (2-71). In the event a program is discontinued during the military leave of absence, the student will work with the Dean of Academic Success or Manager of Graduate Services to determine an appropriate program to enter upon reinstatement.

Questions regarding Hollins’ policy should be directed to [dean@hollins.edu](mailto:dean@hollins.edu) for undergraduate students and [hugrad@hollins.edu](mailto:hugrad@hollins.edu) for graduate students.

\*Please note that any charges or refunds as well as the cost of attending following reinstatement will be assessed by the Business Office and the Office of Scholarships and Financial Assistance in accordance with university policy and guidelines outlined in *The Federal Student Aid Handbook* and SCHEV’s *Virginia Tuition Relief, Refund, and Reinstatement Guidelines*.