

3357:13-14-91 Military Students Called to Active Duty

- (A) An NC State student who, because his/her military reserve unit is called to active duty is forced to leave his/her classes during the semester, should first see if some special arrangements can be made with his/her instructors to complete course work before the semester ends. If that is not possible, the student may request either of the following options:
- (1) To receive “incomplete” grades from his/her instructors and have the length of the active duty, twelve weeks “adjustment” time, and the usual six weeks (a total of eighteen weeks after de-activation) to complete his/her courses. (This option requires the approval of the dean, in consultation with the faculty. It also requires that a statement outlining the work necessary to complete each course be placed in the student’s file. This option will normally only be available to students who have completed a substantial portion of the course.)
 - (2) To receive “W” grades for his/her classes, regardless of whether or not the normal withdrawal period has passed. A student using this option may receive either a 100% refund or a letter of credit. (Financial aid students will receive a letter of credit.)
 - (3) Note – Students choosing the option for an incomplete grade may request that the incomplete grade be changed to a “W” grade if they do not wish to attempt to complete the course upon returning from active duty. This request must be made within twelve weeks after de-activation and no refund will be granted.
- (B) Students requesting either of the above options will be required to verify their status by producing a copy of their orders.

Previously Policy Number: 14-43

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