

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

- (A) An NC State student who, because their military reserve unit is called to active duty is forced to leave their classes during the semester, should first see if some special arrangements can be made with their 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 their 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 their 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 (approximately 80% of the course).
  - (2) To receive “W” grades for their 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

Effective: July 1, 1990

Next Review: February 1, 2029

Review Dates: 7/1/90, 1/23/91, 4/26/19, 2/20/24