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2. Students may initiate any of the above options with the campus veterans services office at the same time they submit their application for the leave of absence. Students may also work with the Registrar's office to process the withdrawals, and must provide the Registrar with the documentation required in A.2. above. Either office provides a one-point-of-contact process for withdrawals, so students will not be required to visit multiple offices. Students must provide the veterans services office with notification in writing as to which option they are electing as to each course.

3. The student should make the request to withdraw within one week of official notification by the military service. For requests to withdraw made after the first week of classes, the grade of W will be assigned with notation that the withdrawal was for military obligations.