The UW-Eau Claire military leave policy is to accommodate students who must temporarily set aside their educational pursuits when called to active duty in the military. These special policy provisions apply only to students subjected to involuntary Federal Title 10 activations or transfers.

*Please note: Routinely scheduled training, voluntary enlistments, or other military service obligations which were already known at the time the student enrolled for the term in question will be managed on a case-by-case basis with the Dean of Students Office, Veteran Services, and instructors.*

Students called to active service during the course of a semester must choose one of the following options before departing for active service:

- Any student called to active service may choose to withdraw and re-enter when their obligation is completed. In such cases, the students would receive a full refund of their tuition and a prorated refund of any housing and food service charges. Under this circumstance, the transcript will have no record of enrollment.
- If called mid to late-semester, students might prefer to drop some courses and/or receive a refund for the courses dropped and a prorated refund of any housing and food service charges. If called late in the semester, students could request incompletes or instructors might be able to consider their courses complete and assign grades.
  - Students need to collaborate with their instructors and the Dean of Students Office to determine if an incomplete or withdrawal is appropriate on a case-by-case basis. A grade of “incomplete” may be awarded at the discretion of the instructor.
  - The incomplete will follow the regular incomplete procedures; however an extension may be granted based on the last date of military service at the discretion of the instructor of the course in question.
  - In some instances an instructor may determine that a sufficient amount of course work has been completed and therefore may choose to award a final grade. The student must consult with the instructor to determine whether these requirements have been met.

We encourage all students in this situation to discuss the matter with their instructors and to be clear about their status before departing. Students are also expected to make an appointment with the Dean of Students Office to request a military leave and maintain ties to the university to ease their re-entry upon return. Students are granted military leave for the entire time of their military commitment. During the military leave, the students’ university email account remains active. Registration times are assigned in the semester prior to reentry.

In the event that any students have to leave abruptly and don’t have an opportunity to discuss the situation with their instructors, the Dean of Students Office will notify the instructors and appropriate officials if the student makes contact. The student should also try to notify the Dean of Students Office if their call up time has been extended.

When returning to the university, the student needs to bring a copy of your most recent DD-214 to the Veterans Service Representative in the Records and Registration Office.
WITHDRAWALS

Withdrawing from a Course. Students who wish to withdraw during the first two weeks of classes from any course for which they are registered may do so without their instructors’ or advisers’ signatures. After the second week of classes (or a proportionate period of time for shorter courses—see MyBlugold for exact dates), students must obtain a Change of Registration form from the Registrar’s Office, secure the signature of their faculty advisers and instructors for the course, and return the form to Registration Services. A student is not considered withdrawn until the proper form has been processed by Registration Services. A student who stops attending a class without withdrawing officially may receive a grade of F for the course, and may owe a repayment on financial aid received.

No withdrawals are permitted after the beginning of the eleventh week of classes. Deadlines are adjusted proportionately for shorter courses, including Winterim and Summer Session courses, except in extenuating circumstances as determined by the Associate Dean of the College in which the student is enrolled. Up to that time, official withdrawals are recorded as follows:

During the first two weeks of classes—no record of enrollment.

From the third week through the tenth week—recorded as W.

Calendar dates of withdrawal deadlines are published each semester on MyBlugold, on the Web “Registration Calendars,” and can be obtained from the Registrar’s Office.

Withdrawing from the University. Students who wish to withdraw from all classes must begin the official withdrawal procedure by reporting to the Student Affairs and Dean of Students Office.

If a student withdraws from the University during the first two weeks of classes, only the date of withdrawal will be recorded. No record of specific course enrollment will be made. If a student withdraws from the University from the third through tenth weeks, the grade of W will be recorded for each course remaining unfinished. The calendar date of the deadline for withdrawal from courses is available on MyBlugold.

If a student withdraws from the University after the deadline for withdrawing from courses, a grade of F will be recorded for each course remaining unfinished, except in extenuating circumstances as determined by the Associate Dean of the College in which the student is enrolled. A student who stops attending classes without officially withdrawing (at any time in the term) may also receive failing grades.

An undergraduate student who withdraws and is not subsequently subject to suspension may return for the next regular academic semester without making formal application for readmission to the University.

Fee refund deadlines for withdrawals are available on the Business Services website. Choose “Refund Information” in the Business Services Quick Links. Financial aid recipients who withdraw before 60 percent of the semester has been completed are subject to federal financial aid repayment regulations and may owe a repayment of aid, even if not entitled to a tuition refund. The amount of aid a student may keep is in direct proportion to the length of time the student remained enrolled during the semester. A detailed statement of the policy can be found in the Student Services and Standards handbook. Assistance is also available from the offices of Financial Aid, Business Services (student accounts), and the Student Affairs and Dean of Students Office.

MILITARY LEAVE POLICY

Currently enrolled students called to active service (involuntary Federal Title 10 activations or transfers) during the course of a semester must choose one of the following options before departing for active service:

1. Withdrawal from all courses with a full refund of tuition and no record of enrollment.
2. Selective withdrawal from one or more courses with a refund of tuition.
3. Incomplete grades awarded at the discretion of the instructor.
4. Final grades may be issued if the instructor determines that the student has completed a sufficient amount of coursework.

A military leave requests needs to be submitted to the Dean of Students Office. Students are granted military leave for the entire time of their military commitment.

LEAVE OF ABSENCE

A UW-Eau Claire student may take a leave of absence from the University for up to two consecutive semesters. The student must inform the University by submitting a form available online at www.uwec.edu/dos, prior to the start of classes for the semester of the leave. A student on a leave of absence does not have to apply for readmission; however, if the student is suspended or stays out of school for a period longer than the approved leave, he or she must apply for readmission.

NOTE: Some exceptions to existing leave policies may be granted in the case of military service activation.