REPORT FOR THE UNIVERSITY SENATE

University Senate Committee: Academic Policies Committee

Brief History of Issue—why the issue is being considered:

The Veterans and Military Education Coordinator identified that we have no formal military leave policy established. The University has been practicing the outlined guidelines but the proposed policy will formalize the process. The proposed policy statement and catalog text clearly outlines the options available to students who are called to active service during their UW-Eau Claire academic career.

Points Discussed by Committee:

1. The top part of the supporting material is context—this motion is for the catalog text, as printed below.
2. We have been managing, without any documented policy, how to help student veterans who are deployed on short notice. This proposal provides catalog text to make the implicit policy explicit. The policy is used for guidance.
3. The top, contextual part of the supporting material will be published in one place on the UWEC website and linked to from the following unit websites: Veterans Center, Bursar, Dean of Students, and Registrars.
4. The Dean of Students and Bursar are in agreement with this policy.
5. Some veterans get only 12-18-hours notice for deployment.
6. This policy will help clarify with faculty how to deal with grades for veterans.
7. Some faculty have continued the INC for up to 2 years; another option is to convert to online with Incomplete. Professors have options.
8. Registrars has procedure in place for retroactive withdrawals. This proposal puts us in line with current processes but provides extra leeway.

Pros of Recommendation:

1. This formalizes the practices we already do.
2. This will make life much easier for our veteran students.
3. Easier for faculty to help students.

Cons of Recommendation: None

Technology/Human Resource Impact: None

Committee Recommendation:

Establish a military leave program and appropriate language as specified in the following draft catalog text (to be inserted as indicated on page 32 of the 2013-2014 catalog, just above the “Leave of Absence” section):

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 request needs to be submitted to the Dean of Students Office. Students are granted military leave for the entire time of their military commitment.
MOTION FOR THE UNIVERSITY SENATE

The Academic Policies Committee, by a vote of __8__ for to __0__ against on November 26, 2013, recommends that the “WITHDRAWALS” section of the Undergraduate Catalog (pages 31 – 32 of the 2013-2014 catalog) be updated with the following military leave policy text as indicated in bold below:

CATALOG TEXT

WITHDRAWALS

Withdrawal 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.

Withdrawal 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 withdrawal 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

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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 request 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.

Implementation Date: 2014-2015 Catalog
Signed:  Jean A. Pratt ______
Chair of the Committee

Send to: University Senate Office