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SECTION I. PURPOSE

St. Thomas supports veterans and those who serve our country through active military service. In accordance with Minnesota Statutes Section 195.502, this policy clarifies the options for students who are called into active military service or whose spouses are called into active military service and the options for veterans who have a service-connected disability certified by the Department of Veterans Affairs.

SECTION II. SCOPE AND APPLICABILITY

This policy applies to students who are called to active military service or whose spouses are called into active military service and to students who are veterans with a service-connected disability.

SECTION III. DEFINITIONS

When used in this policy, *Covered Student* means:

- (1) a student who is ordered into active military service and who is reasonably prevented from attending or progressing in one or more courses due to the deployment;
- (2) a student whose spouse is ordered into active military service and who is reasonably prevented from attending or progressing in one or more courses due to the need to care for a dependent child; or
- (3) a student who is a veteran who has a service-connected disability as certified by the U.S. Department of Veterans Affairs and who is reasonably prevented from attending or progressing in one or more courses due to a service-connected medical condition or medical treatment.

SECTION IV. OPTIONS FOR COVERED STUDENTS

In compliance with applicable law and University policy, Covered Students have the following options:

A. Options With Respect to Courses

1. Withdrawal

Covered Students may withdraw from one or more courses. Tuition and fees previously paid will be credited to the student's account. Refunds, if any, are subject to the requirements of applicable state or federal financial aid program(s) and University policy. Covered Students who withdraw under this policy will not receive credit or a grade for the course, the student's GPA will not be impacted and the student will not receive an incomplete or any negative notation on the student's transcript. A

“W” will appear on the transcript if the withdrawal occurs after the deadline for withdrawing from a course without notation.

A Covered Student who withdraws under this policy will be readmitted and reenrolled as a student at St. Thomas without redetermination of admission eligibility within two years following release from active military service, the spouse’s release from active military service or completion of medical treatment or sufficient recovery from the related medical condition.

2. Incomplete

Covered Students may request to be given an incomplete and allowed to complete the course upon release from active service, upon completion of medical treatment, or upon sufficient medical recovery. The assigning of an incomplete is by mutual consent of the faculty member and the Covered Student. Covered Students must follow the University’s standard practices regarding incomplete grades, which includes making arrangements with the instructor to take an incomplete and submitting an Incomplete Form to the Office of Student Data and Registrar.

3. Continue and Complete Course

Covered Students who are able to meet course requirements may continue and complete the course for full credit. Class sessions the Covered Student misses due to performance of active military service, due to care for a dependent child as a result of the Covered Student’s spouse’s call to active military service, or due to the Covered Student’s service-connected medical treatment or medical condition will be counted as excused absences and will not be used to adversely impact the student’s grade or standing in the class. Covered Students who select this option are expected to complete all course assignments. In some courses, it may not be possible to complete all course assignments (such as labs or experiential learning), if significant class time is missed. Students interested in this option should consult with their professor. A letter grade or a grade of pass must be awarded only if, in the opinion of the faculty member teaching the course, the student has completed sufficient work and has demonstrated sufficient progress toward meeting course requirements to justify the grade.

B. Options with Respect to Room, Board and Fees

Covered Students may request a refund of amounts paid for room, board and fees attributable to the time period during which the Covered Student or their spouse was serving in active military service or the Covered Student was receiving medical treatment or dealing with their medical condition if the Covered Student did not use the facilities or services for which the amounts were paid. Any refund of room, board and fees that was paid for through state or federal financial aid is subject to the requirements of the state or federal financial aid programs of origination.

SECTION V. PROCEDURES

A. Notification to University and Documentation

A Covered Student who wishes to exercise option(s) under this policy must provide advance oral or written notice to the school certifying official in the Office of Student Data and Registrar. If advance notice is precluded by military or medical necessity, the Covered Student must provide notice as soon as reasonably practicable.

The Covered Student must provide written verification of an order to active service by the Covered Student or their spouse to the school certifying official in the Office of Student Data and Registrar. Upon request from Disability Resources, a Covered Student must provide Disability Resources with the U.S. Department of Veterans Affairs certification of a service-connected disability and written

verification of a medical condition or treatment that reasonably prevents the student's attendance or academic progress.

B. Financial Considerations

The Covered Student is responsible for coordinating with the Financial Aid Office, the Business Office, and the school certifying official in the Office of Student Data and Registrar to address any overpayment and other financial considerations with regard to federal, state, institutional or Veterans Affairs Funding.