

## **Military Deployment Policy**

### *Options for University of Baltimore students unable to complete course due to military service*

The University of Baltimore recognizes that students who serve in the U.S. armed forces may encounter situations in which military obligations force them to withdraw from a course of study and that this can sometimes happen with little notice. UB also recognizes that military service, whether active duty, National Guard or Reserve related, comes in multiple forms. Therefore, we have multiple options available to balancing the needs of our military students with the requirements of an institution of higher education.

In order to understand your options, it is highly recommended (if possible), upon receipt of orders that will take you out of the immediate area, that you contact the Director of the Bob Parsons Veterans Center at [veteranscenter@ubalt.edu](mailto:veteranscenter@ubalt.edu). The Director will be able to discuss the following options with you and lay out any ramifications when it comes to Financial Aid and GI Bill benefits.

UB policy to accommodate military service can be broken down into the following two categories:

- 1) Service 30 days or less
- 2) Service more than 30 days

- 1. SERVICE 30 DAYS OR LESS.** Students incurring military service of 30 days or less will follow the University of Baltimore policy regarding makeup work for absences outlined by the faculty member and/or in the syllabus for each course. If a student is receiving VA educational benefits, the School Certifying Official (SCO) will report incomplete grades in accordance with policy outlined in the [SCO Handbook](#).
- 2. SERVICE GREATER THAN 30 DAYS.** A student at the University of Baltimore who is unable to complete a course because the student is called to partial or full mobilization for more than 30 days for State or federal active duty as a member of the National Guard or a Reserve component of the Armed Forces of the United States shall be entitled to the options set forth in this section with respect to the student's grade and refund options for the course.

- A. Students called to active military service shall initiate the withdrawal process by contacting the Director of the Bob Parsons Veterans Center  
Student Center, Room 303  
(410) 837-5909  
[veteranscenter@ubalt.edu](mailto:veteranscenter@ubalt.edu)

The student is expected to provide the Director's office with a copy of the written orders. In case the student does not have the written orders at the time of withdrawal, the student is expected to send a copy of those orders to the contact information provided above, as soon as possible, or risk not being properly withdrawn from classes and the corresponding financial penalty.

- B. After conferring with the Director of the Bob Parsons Veterans Center as to the option most appropriate to the person's situation, the student will be asked to choose from the following options:
1. With instructor permission, and with approval by the appropriate Dean (the Dean of the college in which the student's graduate degree or major is located), the student may seek permission to receive a letter grade for a course based on already completed work. This option can only be sought upon completion of at least 75% of the enrolled course term. These grades must be verified by the Registrar prior to the student departing, or they will not be valid.

If a student pursues this option, any course for which the student receives a letter grade will not be subject to a refund and will be exempt from either of the following options.

2. Record an "Incomplete" grade at the end of the semester and be subject to the University of Baltimore Incomplete policy found in the catalog.

OR

3. Withdraw from all courses for the semester. Provided a copy of the student's orders are available, a full refund of tuition and required fees can be recommended by the Bursar. If student is unable to provide a copy of orders prior to activation, the Bursar may "freeze" the student's account so that it will not be negatively impacted (i.e., accumulate late charges) for up to one year from the last day of the current semester. Upon return from activation, the student will be required to turn in a copy of orders to the Bursar for review and the possible waiver of an account balance.
  - (a) If the student withdraws during the first week of courses, the student will receive no grades on his/her transcript.
  - (b) If the student withdraws after the first week of courses, there are two options available to that student:
    1. If the student is not receiving any financial aid, the Registrar is free to completely withdraw the student from all classes without incurring any

grade; also, the Bursar is free to remove all tuition and fees from the student's account. This is contingent on the student providing a copy of the orders.

2. If the student is receiving any financial aid, the student must consult with a Financial Aid counselor before determining the best course of action in withdrawing from classes because the student is subject to the applicable state and federal regulations regarding re-payment of Title IV funds.
- (c) If the student is using GI bill benefits, the School Certifying Official (SCO) will submit a copy of the student's orders to qualify for "Mitigating Circumstances." This policy can be found in the [SCO Handbook](#).
  - (d) If a withdrawal is chosen, it will be marked as a "withdrawal - administrative" (WA) for each class, and at the bottom of the semester on the transcript, there will be a note that the withdrawals are the result of the student having been called for active duty.

Note: In the making of the choice between B.2 and B.3, the student is not to be permitted to select some courses for "incomplete" and others to "withdraw." The choice of either "incomplete" or "withdraw" must apply to all courses for which the student is currently enrolled. The student must sign the "Request for Withdrawal Due to Call Up of Military Personnel to Active Duty."