ADMINISTRATIVE DIVISION	ACAF Academic Affairs
POLICY NUMBER	ACAF 5.00
POLICY TITLE	Withdrawal of Students Called to Active Military Duty
SCOPE OF POLICY	USC System
DATE OF REVISION	September 19, 2023
RESPONSIBLE OFFICER	Executive Vice President for Academic Affairs and Provost
ADMINISTRATIVE OFFICE	Office of the Provost

PURPOSE

This policy addresses situations in which currently enrolled students in the National Guard or Armed Forces Reserves are placed on active duty by order of the President of the United States or the Governor of their state during a national or state emergency. This policy also applies to active-duty military personnel who are reassigned during a time of national emergency, as declared by the President of the United States. For purposes of this policy, the president of the university may also invoke the provisions of this policy.

DEFINITIONS AND ACRONYMS

POLICY STATEMENT

The general university policy for students serving in the National Guard or Reserves who are called to active military duty, or active-duty military personnel who are reassigned during a time of national emergency, during an academic term is to provide a full withdrawal from the university without academic or financial penalty (grade of "W" for extenuating circumstances, 100% refund) and to suspend the normal policy of converting grades of Incomplete to grades of "F" after 12 months.

This portion of the policy will apply only to courses in which the student is enrolled at the time that he/she must report for active duty. Students who must report for active duty while enrolled in a term or semester at the University of South Carolina are subject to established academic regulations when returning but will be given every consideration for readmission in the same academic status as at the time of the withdrawal.

PROCEDURES

A. All students requesting special consideration regarding their call to active military duty or reassignment of duty must provide full written verification through the submission of their orders or alert notice. This notice must be submitted to the Office of the University or Campus Registrar, along with a statement requesting specific relief from academic or financial penalty.

B. Students intending to withdraw from all courses and secure a grade of "W" should be referred to the Office of the University or Campus Registrar. This step is essential to receiving special consideration in accordance with this policy. Housing and food service refunds will be calculated as a percentage of the unused portion of the total fees paid. Students enrolled in one or more courses who do not wish to withdraw from all courses but wish to work with their instructors for a combination of grades, incompletes, and/or “W”, should likewise be referred to the Office of the University or Campus Registrar.

C. After the Office of the University or Campus Registrar documents their military call-up status in writing, students will be informed of their options and given a statement verifying their status which should be presented to their dean or department chair. A copy of the statement and all supporting documentation should also be sent to the University Registrar for the student’s file.

D. Except for withdrawals, it will be up to each instructor to assign a letter grade or an incomplete ("I") consistent with applicable departmental, college, and university policies. If an incomplete grade is assigned, an Assignment of Incomplete Grade form must be completed. Special care should be exercised by the student and instructor to state clearly and specifically the "Conditions for Make-Up" in the form. This specificity will protect the instructor and the student from miscommunication and will serve as a contract for the completion of the course. The normal policy of converting grades of incomplete to grades of "F" after 12 months is suspended for students in this category. The student may complete the work for up to 12 months after release from active duty or return from active duty reassignment. Copies of military orders must be provided to the University or Campus Registrar before the extension will be granted. The Registrar will monitor the application of this policy suspension.

E. If an undergraduate student fully withdraws and remains absent for more than one major full semester, the student must apply for readmission with waiver of any application fee and will be given every consideration for readmission in the same academic status as at the time of the withdrawal. Students seeking readmission should refer to the procedures for "Readmission of Former Students" as stated in the Undergraduate Studies Bulletin.

F. Graduate students who have been called to active military duty, or reassignment of duty and do not return within four terms following their withdrawal semester, should contact their academic unit regarding specific procedures for continuing their graduate degree program.

G. All time requirements related to completion of both undergraduate and graduate degree requirements will be suspended for the period equal to the time spent on active duty, reassignment, and/or medical rehabilitation directly related to that military service.

H. Students who present unique problems not covered by this policy should contact their dean or department chair.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
February 1, 1995	New policy approval
October 31, 2016	Policy reviewed for content. No substantive changes necessary.
September 19, 2023	Updated to standard template and renumbered.