

# Military Deployment Policy for Point Park University

Point Park University has established a policy to assist military personnel that may be called to active duty during an academic semester. The purpose of this policy is to provide guidelines in regards to grading, withdrawals, and tuition and fees.

The student must notify the Office of the University Registrar in writing of the activation order. The Military Leave of Absence Request should be completed. The form is located in the Office of the University Registrar or online at:

<http://www.pointpark.edu/About/AdminDepts/RegistrarsOffice/StudentResources/media/About/AdminDeptRegistrar/militaryleaveofabsence.pdf>

The student will remain on the program guide for his or her degree upon return unless the degree program has significantly changed and the student's adviser and/or department chair recommends that the student move to an updated program guide.

The student can select from the following three options:

## 1. Grading

- A. A student can receive the grade he or she has earned to date in the enrolled class provided that more than 75 percent of the class meetings have expired, and both the faculty and student agree upon this option. The appropriate credits for the course and grade will be assigned in the official grading period at the end of the semester. A student selecting this option will not be refunded any tuition or fees.
- B. A student can ask for an Incomplete (I grade) at the end of the if both the faculty and student agree upon this option. The student and faculty will need to discuss the completion requirements for the course. A student selecting the incomplete grade option will have one year after return from active duty to contact the University to make arrangements to complete the course requirements and thus remove the I grade.\* If the incomplete is not satisfied by this time, the grade will be converted to an "F" or other grade agreed upon by the faculty member and student when the incomplete grade request was made. The student selecting this option will not be refunded any tuition or fees.

\*Any student who has received an Incomplete (I) grade, and whose course has been discontinued, or if the faculty member is no longer with the University, should contact the department chair to arrange for completion of the course

## 2. Withdrawals

A student can elect to withdraw from one or all courses with a "W" grade at any time during the semester in which military activation occurs by informing the University Registrar. If the student selects this option, his/her tuition and fees will be refunded or credited in full, without credits awarded for this term. Students need to be aware that choosing this option may result in the need to return funds to the university.

## 3. Residence Hall and other fees.

Students who are in a residence hall at Point Park University may at any time during the semester of military activation be released from his/her contract for room and board. These and other fees will be refunded for the unused portion of the contract on a pro rata basis.