



UNIVERSITY of WISCONSIN GREEN BAY

Approved by: Chancellor's Cabinet

Date: Jan. 14, 2021

Michael Alexander
Michael Alexander, Chancellor

UW-Green Bay Active Duty Absence Policy SA-43-21-1

Statement of Policy

The University of Wisconsin-Green Bay has a significant number of students serving in the U.S. military reserve or National Guard units who may be called to active duty. UW-Green Bay is committed to ensuring that all enrolled students who are called to active U.S. military service, as well as enrolled students already on U.S. active duty and must relocated due to a reassignment understand their rights and responsibilities.

Scope

This policy governs students on all UW-Green Bay campuses and locations. These special provisions apply only to students subjected to involuntary activation or transfers. These provisions do not apply to routinely scheduled training, voluntary enlistments or other military service obligations which were already known at the time the student enrolled for the term in question.

Responsibility

The School Certifying Official (SCO) is the primary point of contact for service members to report military activation. The student should provide a copy of their individual military orders to the SCO in the Financial Aid Office. The SCO will provide copies of the orders to the campus offices, as necessary, with the social security number redacted. Students must communicate with the SCO regarding any final decisions on the path taken for each course.

Academics (Drop/Withdrawal and Full Refund of Tuition and Fees)

Students called to active military service after the start of a term are entitled to withdraw from their courses and receive a full refund of tuition and segregated fees for the courses in progress at the time of the activation. Refund of tuition and segregated fees is only available for full withdrawal of classes.

There should be a written agreement (email suffices) between the faculty member and student for any course requirements completed away from campus. If a satisfactory amount of the course has been completed, as determined by the faculty member, the faculty may elect to determine a final grade for the student, thus considering the course completed.



The student may consider an incomplete for the course if faculty member is agreeable. Student must consult with faculty member for each enrolled course.

See the **Active Duty Checklist** for additional details.

Readmission

Students who were previously enrolled and left due to military active duty deployment are eligible to re-enroll at the university with the same academic standing as when they last attended. Students who return from service and are ready to re-enter should contact the Admissions office.

Appeals

Students can contact the Dean of Students Office to help navigate communication with their faculty/instructional staff members.

Students can appeal the decision made by the faculty/instructional staff member by contacting the Unit Chair and/or Dean based on the department that is responsible for the course.

Definitions

See the UW Green Bay Catalog for additional details at <http://catalog.uwgb.edu/>

Drop - Remove one or more courses from a schedule but remain enrolled in at least one credit for the term. For more information regarding dropping courses see <https://www.uwgb.edu/gboss/cancel,-drop-withdraw/dropping-classes/> and contact GBOSS at (920) 465-2111.

Incomplete - A student who is unable to take a final examination or meet other final coursework due to unusual circumstances may request an incomplete from the instructor. Contact instructor for each course.

Refund - Credits for portion of tuition charges for a dropped course. Review specific term refund deadlines at <https://www.uwgb.edu/bursar/term-deadline-calendar/> . Contact the Bursar's office with any questions at (920) 465-2224

Satisfactory Academic Progress (SAP) - Standards to ensure that financial aid recipients are adequately progressing towards degree completion. Measurements are cumulative. Details are available at [https://www.uwgb.edu/financial-aid/maintaining-satisfactory-academic-progress-\(sap\)/elements-of-sap/](https://www.uwgb.edu/financial-aid/maintaining-satisfactory-academic-progress-(sap)/elements-of-sap/)

Veteran Certifying Official – Individual(s) on the Green Bay campus who reports enrollment to the VA. See the Financial Aid Office.

Withdrawal - Officially remove all courses from schedule; student is no longer enrolled for the term. For more information regarding withdrawing from the term see <https://www.uwgb.edu/gboss/cancel,-drop-withdraw/withdrawing-from-all-classes/> and contact GBOSS at (920) 465 -2111.



Active Duty Checklist

Details

Type of Active Duty:

- ☐ Training
- ☐ Deployment
- ☐ Stateside (i.e. flood relief)
- ☐ Other: _____

Anticipated Dates: _____

Before You Leave

UW Green Bay Veterans' Services Coordinator Email: financialaid@uwgb.edu **Fax:** (920) 465-2299

- ☐ Provide a copy of your orders or a memorandum from your unit with anticipated active duty dates to the above email address (*still contact us early if you don't have these documents, we can provide guidance on getting them*).
- ☐ **Benefits:** If you withdraw from a semester or reduce your course load (see below), talk to us about terminating your benefits. If you will be eligible for new benefits when you return, let's discuss what that may look like.

Talk to your advisor/ Dean of Students office: Share anticipated dates and discuss any impacts on your academic plan.

- ☐ Keep your advisor informed of decisions you make regarding your academics (see next section).
- ☐ Dean of Students office can assist in working with faculty. Email: DOS@uwgb.edu Phone: 920-465-2152

Academics

Option 1: I will leave after the final day of the term.

- ☐ Don't enroll in classes for the following term. If you are already enrolled, drop your classes **prior to the first day of the term**.
- ☐ Complete currently enrolled coursework according to course requirements outlined in syllabus

Option 2: I will leave during the semester and plan to withdraw completely.

- ☐ Contact GBOSS at 920-465-2111 or via your UWGB email at GBOSS@uwgb.edu
- ☐ Speak with a financial aid advisor to discuss current semester financial aid eligibility changes and the impact on future financial aid eligibility due to Satisfactory Academic Progress (SAP) requirements (<https://www.uwgb.edu/financial-aid/maintaining-satisfactory-academic-progress-sap/elements-of-sap/>)
- ☐ Discuss impact on current term VA benefits with Veteran Services' Coordinator
- ☐ Review Institutional Charges Appeal Policy and form information at <https://www.uwgb.edu/bursar/appeals/appeal-information/>

Option 3: I will leave during the semester, but I don't want to withdraw completely.

- ☐ Work with **each of your professors** as soon as possible to determine how you can finish the term.
Options include (*continues on second page*):
 - Taking an incomplete: You may be able to complete a course that is nearly done. If the instructor agrees, you can arrange a temporary grade of Incomplete and finish the course at a later date. **Contact your professor/instructor for each course to discuss and find out if this is an option for the course. Your instructor would determine if it is an option for you, outline the plan for course completion and submit**

information to the Registrar's office. An Incomplete will eventually lapse to an "F" grade if not completed by the end of the following term.

- **Receive a final grade:** If the instructor feels you've completed a sufficient amount of the coursework, the instructor may assign you a final grade. The instructor needs to be able to justify assigning a final grade and is expected to maintain the academic integrity of the class.
 - **Complete work early:** If this is appropriate given the nature of the class and discretion of the professor
 - **Drop some courses but finish others:** Contact GBOSS at 920-465-2111 to discuss drop deadlines and drop specific courses. Contact each professor/instructor to discuss options for completion of remaining credits.
- ☐ Notify School Certifying Official of final decision for each course. See the Financial Aid Office.

Housing and Dining

- ☐ **UW-Green Bay Residence Life:** Contact Residence Life regarding any housing contract questions at 920-465-2040 or via email at housing@uwgb.edu
- ☐ **Private Rental/Home Owner:** You will provide your orders directly to your landlord or mortgage lender. Guidance and protections can be found under the Servicemembers Civil Relief Act (SCRA) link below.
- ☐ **Dining:** Contact the University Union regarding any on campus dining plans. Email union@uwgb.edu or contact the UTIC at (920) 465-2400

Others to notify

- ☐ **Lenders/Credit Card Companies:** The following types of financial obligations are currently eligible for the 6 percent SCRA interest rate benefit: credit cards; automobile, ATV, boat, and other vehicle loans; mortgages; home equity loans; and student loans (see SCRA link below).
- ☐ **Student Loan Lender:** You are typically expected to start paying on your student loans 6 months after your last enrollment. Provide your loan servicer/lender with a copy of your orders and request a military deferment on payments. Contact the financial aid office for assistance in finding loan servicer contacts.
- ☐ **Other Campus Agencies:** Notify anyone from whom you receive assistance
 - Parking Refunds are available on a pro-rated schedule dependent on the total use. See University Police website www.uwgb.edu/public-safety/
 - University email account - contact the Help Desk at helpdesk@uwgb.edu to extend access

When You Return

If possible, let the UW Green Bay Veterans' Services Coordinator know an updated date of return before you get back.

Notify Veterans' Services Coordinator of your updated return

- ☐ Email to financialaid@uwgb.edu or contact GBOSS at 920-465-2111

Apply for new education benefits (if applicable)

- ☐ Provide UW Green Bay Veterans' Services Coordinator with updated DD214 and certificates of eligibility/other needed documentation for your benefits

Submit transcripts

- ☐ Submit your military transcripts or transcripts from college coursework completed during your absence to the admissions office at uwgb@uwgb.edu

Apply for financial aid

- ☐ <https://www.uwgb.edu/financial-aid/applying-for-aid/how-when-to-apply/>

Notify other agencies

- ☐ Let the people you contacted before you left know you've returned (i.e. lenders)

UW Green Bay's Active Duty Policy: <https://www.uwgb.edu/veterans/active-duty-absence-policy/>

Servicemembers Civil Relief Act (SCRA): <https://www.justice.gov/servicemembers/financial-and-housing-rights>