

**POLICIES AND PROCEDURES  
BOARD OF REGENTS  
STATE OF LOUISIANA**

**SECTION II 8.2**

**RESERVIST AND NATIONAL GUARD MOBILIZATION/ACTIVATION  
FOR LOUISIANA PUBLIC HIGHER EDUCATION INSTITUTIONS  
(Revised 9/01)**

POLICIES

- I. Awarding of Academic Credit/Grades<sup>1,2</sup>
- A. Mobilization/Activation during the first fourteen (14) class days of a regular semester [seven (7) days for summer sessions]<sup>3</sup> will result in the complete withdrawal of the student from the college or university without penalty and without punitive grade. Tuition and fees which have been paid will be refunded 100 percent exclusive of student insurance fees and other non-refundable fees. Room and board payments will be refunded on a pro-rated basis.
  - B. Mobilization/Activation during the period between the fifteenth (15<sup>th</sup>) class day [eighth (8<sup>th</sup>) class day for summer sessions]<sup>4</sup> and the last day to withdraw from classes with a grade of “W” will result in the awarding of the grade of “W” in all classes in which the student is officially enrolled. Tuition and fees which have been paid will be refunded 100 percent exclusive of student insurance fees and other non-refundable fees. Room and board payments will be refunded on a pro-rated basis.
  - C. Mobilization/Activation during the period between the next class day after the last day to withdraw from classes with a grade of “W” and approximately one (1) to two (2) weeks [five (5) to ten (10) class days] prior to the end of a regular semester [three (3) to six (6) class days for a summer session]<sup>5</sup>, will result in the student:
    - 1. choosing to take the grade of “W” in all courses in which the student is officially enrolled. In this case, tuition and fees which have been paid will be refunded 100 percent exclusive of student insurance fees and other non-refundable fees. Room and board payments will be refunded on a pro-rated basis; or
    - 2. requesting, with the concurrence of the instructors of the affected courses in which the student is officially enrolled, to take an incomplete grade in some or all of these courses. Students are cautioned that prolonged absence may affect their ability to complete the coursework required for removal of incomplete grades. The student may choose to take the grade of “W” in some courses and request the grade of incomplete (with the instructor’s concurrence) in other courses. This option will result in a refund of that portion of tuition paid for those courses in which the student chooses to

receive a grade of “W” (fees will not be refunded).<sup>6</sup> Room and board payments will be refunded on a pro-rated basis.

- D. Mobilization/Activation during the last five (5) to ten (10) class days of a regular semester [three (3) to six (6) class days for a summer session]<sup>5</sup> will result in the student:
1. choosing to take the grade of “W” in all courses in which the student is officially enrolled. In this case, tuition and fees which have been paid will be refunded 100 percent exclusive of student insurance fees and other non-refundable fees. Room and board payments will be refunded on a pro-rated basis; or
  2. requesting, with the concurrence of the instructors of the affected courses in which the student is officially enrolled, to take an incomplete grade in some or all courses. The student may choose to take the grade of “W” in some courses and request the grade of incomplete (with the instructor’s concurrence) in other courses. This option will result in a refund of that portion of tuition paid for those courses in which the student chooses to receive a grade of “W” (fees are not refunded).<sup>6</sup> Room and board payments will be refunded on a pro-rated basis; or
  3. requesting, with the concurrence of the instructors of the affected courses in which the student is officially enrolled, to receive a final grade in some or all of his courses based upon the student’s work in the course up to the date of mobilization/activation.<sup>7</sup> The student may request incomplete grades (with the concurrence of course instructors) in some courses, choose the grade of “W” in come courses, and request final grades based on coursework completed (with the concurrence of course instructors) in some courses. This option will result in a refund of that portion of tuition paid for those courses in which the student chooses to receive a grade of “W” (fees are not refunded).<sup>6</sup> Room and board payments will be refunded on a pro-rated basis, or
  4. requesting, with the concurrence of the instructors of the affected courses in which the student is officially enrolled, to take an early final examination in some courses in order that the instructor can determine a final course grade for the student. The student may request (with the concurrence of the course instructors) to receive a final grade based upon course work prior to the date of mobilization/activation in some courses<sup>7</sup>, request (with the concurrence of course instructors) incomplete grades in some courses, choose the grade of “W” in some courses, and request early final exams (with the concurrence of course instructors) in some courses. This option will result in a refund of that portion of tuition paid for those courses in which the student chooses to receive a grade of “W” (fees are not refunded).<sup>6</sup> Room and board payments will be refunded on a pro-rated basis.

## II. Time Limit for Removing Incomplete Grades

If the mobilized/activated student requests (with the concurrence of the course instructors involved) incomplete grades in all or some of the courses in which he/she is officially registered, the student shall have no longer than one year after conclusion of the involuntary term of active duty, to meet with university officials and work out a timetable for removing the incomplete grades(s).

### III. Academic Status Upon Re-enrollment

- A. When students whose higher education academic careers are interrupted by mobilization/activation re-enroll in the same institution within one year of completion of their involuntary term of active service, the college or university will make every possible effort to place these students back into their academic studies track as close as possible to the same place the students occupied when mobilized/activated. The normal readmission application fee will be waived for these students. This will allow students to continue their academic studies with as little interruption as possible.
1. For students re-enrolling under circumstances as described above, every reasonable attempt should be made to give preferential enrollment into high demand courses necessary for them to continue their studies with as little interruption as possible. This is particularly necessary for students who are enrolled in curricula which require sequenced courses of study.
  2. Time spent on mobilized active duty should not be counted in determining the institution catalogs under which the student may meet curricular or degree requirements. That is, where an institution allows the student to choose either the catalog in effect upon first entering the institution, as long as the student's attendance was continuous, or any subsequent catalog for a given period, the time while on involuntary active duty will not be counted. A person who, upon being offered separation from involuntary active duty, reenlists or otherwise voluntarily extends active duty retains the right of catalog choice only for the period of initial involuntary mobilization.

**Example A:** At a school that allows baccalaureate students the choice of six (6) years of catalogs, an August, 2000, first-time freshman normally would be allowed to meet baccalaureate requirements stated in the 2000-2001 catalog or in any subsequent catalog in effect through the 2005-06 academic year. If that student began school and was mobilized for two years, the catalog choice could extend through the 2007-08 catalog. Catalogs issued during the active duty period may be excluded from the choice.

**Example B:** If the student in Example A voluntarily extends active duty one year beyond the initial opportunity for separation, 2007-2008 would remain as the latest catalog choice.

**Example C:** If the student in Example A voluntarily extends active duty for two years, the institution could restrict catalog choices only to those beginning when the student re-enrolls.

3. If certain courses required in a student's curriculum are no longer taught at the time of re-enrollment, the institution shall make reasonable accommodations with substitute courses, independent study or other appropriate means.
4. In instances of substantial curriculum change during the period of involuntary military service, the student's academic dean or department head may work with the student and prescribe a special curriculum, not necessarily following any given catalog, which will assure proper preparation of the student for his/her respective profession.
5. If a student's curriculum no longer exists at the time of re-enrollment, the institution shall reasonably assist the student in changing to a new curriculum or transferring to an institution where the desired curriculum is available.
6. For law students, waivers will be granted as necessary for the requirements of the American Bar Association Standards.

#### IV. Scholarships

If a student is mobilized/activated while holding a scholarship under the control of the college or university in which the student is enrolled, then that student shall have this scholarship, or an equivalent scholarship, upon re-enrolling after the student's period of involuntary active duty so long as the student remains otherwise eligible. This provision shall lapse if the student does not re-enroll in the college or university he/she was attending at the time of mobilization/ activation within a one-year period from the time of separation from his/her involuntary active duty period.

#### V. Books

Since course textbooks change regularly, students who are mobilized/activated are strongly urged to sell those course textbooks they do not intend to keep for their personal collection at the time they leave the college or university. If these textbooks are to continue being used in the courses involved, colleges and universities should arrange for the purchase of these textbooks by the campus bookstore, if such exists.

#### VI. Student Grants and Loans

- A. If students who have received grants and loans for attending college are mobilized/activated before the end of the semester, any tuition and fees refunds, as well as room and board refunds, may have to be returned to the granting agency or applied toward retirement of the loan. Students should consult with the Financial Aid Officer of the college or university they are attending in order to obtain clarification and/or further information on this matter.
- B. If students on grants/loans are mobilized/activated early in the academic term, before they receive their grant/loan check, they should be aware that when received, their grant/loan check may have to be returned to the grantor or lender and therefore may not be applied to their college/university debts. Hence, students so affected may find that they owe some debts to the college or university

(example: room and board expenses) when they return from involuntary active service and may be required to satisfy these debts before being allowed to re-enroll. Students should consult the Financial Aid Office of the college or university for clarification.

## VII. Spouses and Dependents of Mobilized/Activated Students

### A. Insurance Coverage

When necessary, colleges and universities should work closely with spouses of students who are mobilized/activated to insure maximum medical insurance coverage to the extent allowed by the insurer for the spouse and dependents of the student. This is particularly important during the time period between the date of involuntary mobilization/activation and the date on which the student's military medical coverage takes effect.

### B. Housing

Spouses and dependents of students who are mobilized/activated and who live in college/university married student housing shall be allowed to continue renting or leasing these quarters. If the student does not re-enroll in his/her former college or university within six (6) months after the completion of his/her involuntary mobilization/activation period, then the spouse and dependents of this student may be required to vacate the married student housing.

### C. Enrolled Dependents

Institutions should inaugurate policies to assist negatively impacted students who are dependents of spouses, parents, and guardians who are mobilized/activated.

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1. Dates and time intervals in these policies are given for institutions which operate on the semester system. Louisiana Tech University is the only public higher education institution which operates on the quarter system. Appropriate dates and time intervals for Louisiana Tech University are given below in footnotes 3, 4, and 5.
  2. In each of the options listed below, if the mobilized/activated student is enrolled in the LSU Law Center, in addition to obtaining the "concurrence of the course instructor," the student must also obtain the "approval of the academic administrator."
  3. For Louisiana Tech University, this should read: "Mobilization/Activation during the first nine (9) days of a quarter . . ."
  4. For Louisiana Tech University, this should read: "Mobilization/Activation during the period between the tenth (10<sup>th</sup>) class day . . ."
  5. For Louisiana Tech University, this should read: ". . . four (4) to eight (8) class days prior to the end of a quarter . . ."

6. The amount that will not be refunded will be determined by the number of credit hours for which the student chooses to receive a grade other than “W”.
7. In some courses where the grade is based entirely upon a final exam or final project (e.g. law courses), this option would not be available.