BOV Policy # 07 (2014) Military Deployment

Policy Title:	Military Deployment
Policy Type:	Board of Visitors
Policy Number:	BOV Policy # 07 (2014)
Approval Date:	December 6, 2024
Responsible Office:	Military Services and Veterans Affairs
Responsible Executive:	Vice President for Student Affairs
Applies to:	Military Students, Administrative Offices

POLICY STATEMENT

Norfolk State University is committed to serving a diverse student population, which includes the military, veteran and civil service students. This policy adheres to the requirements of § 23.1-207 of the *Code of Virginia* and the Virginia Tuition Relief, Refund, and Reinstatement Guidelines (2010) established by the State Council of Higher Education for Virginia ("SCHEV") to provide for tuition relief and refunds, and for reinstatement of students whose documented service in the uniformed services require their sudden withdrawal or prolonged absence from their enrollment at Norfolk State University. This policy identifies the Registrar's Office as the Responsible Office for the processing of withdrawals for students due to Armed Forces service requirements in accordance with guidelines and procedures in Administrative Policy # 31-14 (2014) Military Tuition Relief, Refund, and Reinstatement. This policy furthers the practice of having a military-friendly institution.

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DEFINITIONS

Military Duty: includes active, reservist and civil service members in the Armed Forces of the United States.

Military Student: includes currently enrolled active duty, National Guard or Reservist, veteran and civil service students at the University.

Reinstatement: the re-admittance and reenrollment of a student whose service in the Armed Forces has caused his or her sudden withdrawal or prolonged absence from enrollment.

Service in the Armed Forces: service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, for a period of more than 30 days under call or order to active duty of more than 30 days.

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Sudden withdrawal: means leaving an institution after a semester has begun or after the tuition and required fees for a term have already been billed to or paid by the student.

Tuition: the actual price of education charged to a student for the term in which service in the uniformed services caused his or her sudden withdrawal or prolonged absence from enrollment at a Virginia institution of higher education.

CONTACT(S)

The Vice President for Student Affairs officially interprets this policy and is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) Creating and Maintaining Policies through the appropriate governance structures. Questions regarding this policy should be directed to the Military Services and Veterans Affairs Office.

STAKEHOLDERS

Military and Veteran students, Faculty and Staff.

Military Deployment:

The Administration, through collaboration between the Enrollment Management Office and the Military Services and Veterans Affairs Office, shall develop and implement processes for providing tuition relief and refunds, and for the reinstatement of students whose documented service in the uniformed services has required their sudden withdrawal or prolonged absence from enrollment at Norfolk State University.

All active duty military students who are unable to complete course requirements due to change in employment duties, work schedule or deployment to a duty assignment may be administratively withdrawn from current semester courses in accordance with Administrative Policy # 31-14 (2014) Military Tuition Relief, Refund, and Reinstatement. The University Registrar will maintain records of administrative withdrawals completed under this policy and Administrative Policy # 31- 501 (2014) Military Tuition Relief, Refund, and Reinstatement.

All administrative policies shall incorporate the provisions articulated herein, which are effective immediately. Nothing in this policy shall be interpreted to prohibit Norfolk State University from denying reinstatement to a student for causes or actions unrelated to the student's military service in accordance with applicable University policies and procedures governing students and student conduct.

In accordance with SCHEV Guidelines (2010), the following provisions, at a minimum, must be described in sufficient detail and publicized by the Responsible Office:

a. **Tuition and Required Fees.** A description of the circumstances under which a student shall be entitled to receive a partial or full refund of the tuition and required fees that have been billed or paid for the term in which the student is forced to withdraw, including the factors that determine the amount of a refund.
b. **Room and Board.** A description of the circumstances under which the student is entitled to a full or partial refund for fees paid to the institution for room and board.

c. **Deposits.** A description of the circumstances under which deposits will be refunded and/or credited to the student.

d. **Academic Credit.** A description of a student's options concerning grades assigned for the semester in which the student is forced to withdraw due to service in the uniformed services. This includes providing reasonable time for a student to eliminate any "pending" grades (i.e., "incomplete," or "in progress" grades which indicate academic work remains to be completed in a given course).

e. **Reinstatement**

1. General Provision: A description of the circumstances under which a student shall be entitled to reinstatement in the institution following the student's release or return from service in the uniformed services, which shall provide that a student is entitled to reinstatement without having to re-qualify for admission if the student:
    i. Returns to the same institution after a cumulative absence of not more than five years, and
    ii. Provides notice of intent to return to the institution not later than three years after the completion of the period of service.
    Administrative policies should defer to the provisions of the Higher Education Opportunity Act, 20 U.S.C. § 1088 et seq. for application of relevant exceptions to these time periods.
2. Reinstatement into Specific Program of Study: A description of the circumstances under which a student may be reinstated in the same program of study in which he or she had been enrolled prior to withdrawal. The policy shall provide for counseling for the student to determine the impact of absence from the program on the ability to resume study and to advise the student of his or her options when a program is no longer available or suitable.
3. Deferral of Enrollment: A description of the circumstances under which a student who was admitted to a program but did not begin attendance because of service in the uniformed services may be allowed to defer his or her enrollment in the program

f. Documentation. A description of the types of documentation the student must submit to preserve his or her prerogatives under the policy and relevant deadlines for submission of such documentation

EDUCATION AND COMPLIANCE

A. TRAINING

Training for this policy is intended to educate faculty and administrators that will have a role in administering this policy or to be recipients of the financial awards specified in this policy. If required, the Military Services and Veterans Affairs Office will provide training for faculty and staff.

B. POLICY COMPLIANCE AND VIOLATIONS

1. The Military Services and Veterans Office assesses and measures compliance with this policy through monitoring and reviewing the enrollments and withdrawals of military students.
2. Violations of this policy will be addressed in accordance with any relevant federal, NSU, and Commonwealth of Virginia policies.

C. POLICY COMPLIANCE AND VIOLATIONS

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PUBLICATION

This Policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval.
- Submit the policy for inclusion in the online Policy Library within 14 days of approval.
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: March 2024, January 2027
- Approved by, date: Board of Visitors, December 6, 2024
- Revision History: May 9, 2014;May 8, 2015; March 17, 2016; September 15, 2017; September 16, 2020; December 11, 2020, March 19, 2021.
- Supersedes: None

RELATED DOCUMENTS

- Higher Education Opportunity Act, 20 U.S.C. § 1088 et seq.
- *Code of Virginia* §23.1-207
- Virginia Tuition Relief, Refund, and Reinstatement Guidelines (2010) established by the State Council of Higher Education for Virginia
- Administrative Policy # 31-14 (2014) Military Tuition Relief, Refund, and Reinstatement

FORMS

There are no forms associated with this policy