

# University of Mary

## Deployment Policy

A student who is called to active duty must promptly notify Office of the Registrar and the Office for Financial Aid (written or orally) of the date for departure. These two offices request a copy of the orders as soon as they become available.

If the student withdraws before 75 percent of the course requirement(s) has been completed, the student will receive a full refund of tuition and fees. The grade of “W” will be recorded on the student’s transcript.

If the student withdraws after 75 percent of the course requirement(s) has been completed, the student will receive full credit with the grade(s) earned at the time of withdrawal with one exception. If a course relies on a final project and/or examination to determine satisfactory performance, no credit will be granted until all required work has been completed.

University of Mary room and board costs will be prorated based on the date of withdrawal.

Students taking online courses may continue to be enrolled if time permits and the Internet is accessible. The student must inform the instructor of the deployment.

Students may request to complete their courses via independent study, but must have the consent of the instructor(s).

For financial aid purposes, students taking a leave of absence must also contact all student loan lenders or servicers to request a deferment during deployment.

The University will comply with the HEROES Act of 2003 to ensure that service members who are receiving federal student aid are not adversely affected because of military status.

Approved: August 31, 2007

Updated: August 26, 2015; University of Mary Catalog page 201.