

WITHDRAWALS AND MILITARY MOBILIZATION POLICY

Withdrawals

Students may withdraw without any academic penalty until the 'Last Day to Withdraw.' Refer to the academic calendar for deadline dates for withdrawals. No withdrawals will be processed after the 'Last Day to Withdraw.' Students must notify the Registrar's Office by completing the withdrawal form (<http://www.jsu.edu/registrar/term-or-part-of-term-withdrawal.html>).

Students who withdraw during a semester (or part of term) may not petition for reinstatement during the semester (or part of term) in which the withdrawal occurred.

Any student who has registered, but does not wish to attend, must notify the Registrar's Office by completing the withdrawal form (<http://www.jsu.edu/registrar/term-or-part-of-term-withdrawal.html>) by the last day to register for the semester (or part of term) to receive a full refund of tuition charged. Failure to assure this notification may result in academic and financial penalty. Please contact housing for residence hall refund policy. Students who are scheduled to receive financial aid must also notify the Office of Financial Aid in writing (fax or mail) or JSU email by the last day to register for the semester to cancel their financial aid. Students who fail to notify the Office of Financial Aid will be subject to financial penalty.

Hardship Withdrawal

Hardship Withdrawals are only considered for serious extenuating circumstances that prevent a student from continuing or completing coursework occurring when it is past the last date to drop or withdraw and incompletes or other arrangements with instructors are not feasible. Examples of extenuating circumstances for which a student may request a Hardship Withdrawal may include physical and/or psychological illness, serious illness or death of an immediate family member, or other special circumstances. A Hardship Withdrawal under this policy is voluntary by the student and subject to approval by Jacksonville State University (JSU). Eligibility for Hardship Withdrawal is limited to students who have not taken final exams or otherwise completed course work for a final grade.

A Hardship Withdrawal, when approved, withdraws a student from all courses for a given semester/term. Students are not allowed to hardship withdraw from individual courses, with the following exceptions:

1. When a student is enrolled in clinical and/or other courses in which the student cannot meet the essential requirements of the course. For example, a student may be enrolled in a course and becomes unable to participate in the course due to an injury. The student could hardship withdraw from the course and remain enrolled in other courses.
2. When a student is enrolled in multiple parts of a term. For example, the fall semester at JSU includes three separate parts (full Fall Term, Fall A, and Fall B). It would be possible, if approved, for a student to complete coursework in Fall A and to hardship withdraw from Fall B. In this example, the student would not be hardship withdrawn from the entire Fall semester, but rather only from all courses in Fall B.

Current Term Withdrawal

Students who wish to withdraw from courses prior to the last day to drop or withdraw should follow the normal Withdrawal process through the Registrar's Office.

The deadline to apply for a Current Term Withdrawal shall be the last day of classes for the current term.

Retroactive Term Withdrawal

A student who left the university due to an extenuating circumstance without officially withdrawing during the term of departure may apply for a retroactive withdrawal.

Absent extraordinary and compelling circumstances which would prevent a timely request, a student must request a retroactive withdrawal within 60 days after the end of the academic term for which the hardship withdrawal is considered.

PROCEDURE

1. To request a Hardship Withdrawal, the student must complete the Hardship Withdrawal Request Form available on the Student Affairs website or via hard copy at 102 Angle Hall.
2. Along with the request form, supporting documentation must be submitted. Examples of supporting documentation include:
 - Physical Extenuating Circumstances (such as bodily injury, invasive surgery, unexpected physical disability preventing completion of coursework, etc.)
 - i. Recommendation for Hardship Withdrawal Form is available to download on the Student Affairs website or via hard copy at 102 Angle Hall.
 - Psychological Extenuating Circumstances (such as extreme mental duress suffered from traumatic experiences, of the severity and frequency to prevent completion of course work.)
 - Recommendation for Hardship Withdrawal Form is available to download on the Student Affairs website or via hard copy at 102 Angle Hall; or
 - Letter from a professional counselor or JSU Counseling Services (whichever is the main provider) that includes dates of treatment and a clear recommendation of whether a hardship withdrawal should be granted.
 - Personal Extenuating Circumstances (such as significant change in financial status or personal tragedy such as the death of loved one or domestic disruptions, to the degree to prevent completion of course work.)
 - Divorce papers, police reports, obituaries, medical documentation, financial statements, or other supporting documentation pertinent to the extenuating circumstance.
3. Once all documentation is received, the request will be reviewed by the Vice President for Student Affairs within 5-7 business days. The internal process for reviewing the withdrawal request is a fully automated workflow that begins with the Vice President for Student Affairs Office and follows with review by the following offices, as applicable:
 - Financial Aid
 - University Housing
 - Veteran Services
 - Student Accounts
 - Registrar
 - Vice President for Student Affairs

4. Students will be notified via their JSU email, which is the official means of communication between the university and students, of the decision to approve or deny the application.

Granted Withdrawal

Once a Hardship Withdrawal has been approved, the Office of the Registrar will assign a grade of "W" on the official transcript. The effective date of an approved current term withdrawal will be the date of the student's request, unless otherwise determined by federal Title IV regulations. The effective date of an approved retroactive term withdrawal will be the last date of the semester, unless otherwise determined by federal Title IV regulations. The student is still responsible for any tuition and fees associated with the term/semester in which the Hardship Withdrawal applies.

Denied Withdrawal

If a student disagrees with a decision rendered by the Vice President for Student Affairs regarding a Hardship Withdrawal from JSU, the student can request an appeal in writing to studentaffairs@jsu.edu within three business days of the initial decision. The Hardship Withdrawal Appeal Committee will review the decision by the Vice President for Student Affairs and the documentation submitted by the student. The Committee has authority to request additional information, as necessary. The Committee will render a decision within 10 business days of receipt of appeal request. The Hardship Withdrawal Appeal Committee decision is final.

Other steps to complete when applying for a Hardship Withdrawal:

1. University Housing
 - Properly check out of the Residence Hall to avoid fees and charges
2. Dining Plan
 - Contact Dining Services to cancel the meal plan

Financial Implications of a Hardship Withdrawal

Financial Aid

Students who receive federal/state student aid, scholarships, and/or other types of financial support should consult with the Financial Aid Office and Scholarship Office for an assessment of the impact of a withdrawal PRIOR to initiating the request for a Hardship Withdrawal.

All students receiving financial aid must meet minimum standards of financial aid satisfactory academic progress, including completion of at least 67% of credits attempted. This requirement applies to all courses attempted, even if they are withdrawn due to hardship reasons. Additionally, withdrawal from courses prior to the end of a term may result in immediate repayment of financial aid funds to Jacksonville State University and/or the U.S. Department of Education.

Veterans or Military Educational Benefits

If a student uses either a Veteran or Military Educational Benefit through the State VA, Federal VA, or branch of service, the student pursuing a Hardship Withdrawal could have adverse financial effects. Students should consult with Military and Post Traditional Services prior to submitting the Hardship Withdrawal to see exactly how the Hardship Withdrawal will affect the student's benefits.

Tuition Refunds for Current Term Hardship Withdrawal

Tuition refunds are made in accordance with the University refund schedule. Refunds will not be given for Hardship Withdrawals after the dates indicated in the refund schedule. The refund schedule may be accessed at <https://www.jsu.edu/bursar/refundpolicy.html>.

Tuition Refunds for Retroactive Term Hardship Withdrawal

No tuition or fees will be refunded for a retroactive withdrawal.

University Housing

Refunds for a current term Hardship Withdrawal will be prorated by using a daily rate based on the date the student checks out of their housing assignment. There are no refunds of University Housing fees for a Retroactive Hardship Withdrawal.

Dining Plan

Refunds for a current term Hardship Withdrawal will be prorated by using a daily rate based on the date the student checks out of their housing assignment and the portion of the Dining Plan that has already been used. There are no refunds of Dining Plan fees for a Retroactive Withdrawal.

Military Withdrawal

A Military Withdrawal may be necessary when service members receive official military orders requiring military service such as deployments, mobilizations, or required training that would affect their ability to be successful in their classes. In these circumstances, they should consider submitting a request for a Military Withdrawal.

Service members who are considering a Military Withdrawal should consult with the Veteran and Military Services, Financial Aid, Student Accounts, and Housing offices (if applicable) before submitting the Military Withdrawal to see what financial repercussions, if any, the student will face.

If approved, the service member will receive W grades for all courses and a full removal of all tuition, student and course fees, and book charges assessed in that semester. If the service member lives in campus housing, those charges will be prorated based on the date of the withdrawal, and any meal plan or JaxCash charges will be prorated based on usage. If you have questions about Military Withdrawals or registering at JSU in the future, please contact Veteran and Military Services at (256) 782-8838 or veterans@jsu.edu.

Military Mobilization Policy

Guard and Reserves Military Obligations

National/Air Guard and Reserves students are highly encouraged to submit a copy of their training schedule or orders to each faculty member during the first week of class each semester. Students who are required to participate in monthly drills, annual training, or additional military schooling as part of their service will be excused from class during those times. The student is required to contact each faculty member about making up missed work (assignments, tests, labs, etc.) due to military obligations. The faculty member should give the student a reasonable extension to make up any missed work.

Occasionally the Guard or Reserves student has to travel and perform duties outside of the required training schedule. The student must provide each faculty member a signed memorandum from their Unit/Squadron Commander or Administrative NCO (Non-commissioned Officer) containing the required dates of service. In these cases, the faculty member should be flexible and come to a reasonable agreement on an extension for missed work.

Service Members Called to Active Military Duty (Before Start of Semester)

An undergraduate or graduate student who is a member of the U.S. military (Active Duty, National/Air Guard, or Reserves) who is called

to active duty in support of a military mobilization before the start of a semester should consult their faculty members to determine if the classes can be completed while performing their military duties. If the class(es) cannot be completed during their military duties, then students should cancel their registration.

Service Members Called to Active Military Duty (During the Semester)

An undergraduate or graduate student who is a member of the U.S. military (Active Duty, National/Air Guard, or Reserves) who is called to active duty in support of a military mobilization during the semester has several options. These options are dependent upon when the military student receives orders to mobilize and communicates with their faculty members.

Mobilization definitions:

1. The process of amassing military resources to support federal or state objectives in time of war or national emergencies.
2. The process by which military resources are brought to a state of readiness for war or national emergencies.

Before Last Day to Drop a Class or Withdraw

If a military student receives orders before the Last Day to Drop a Class or Withdraw (<https://www.jsu.edu/registrar/academic-calendar/>), they should submit a Military Withdrawal (<https://www.jsu.edu/veterans/>) through the Office of Veteran and Military Services.

After the Last Day to Drop a Class or Withdraw and Before the Last Day of Class

If a military student receives orders after the Last Day to Drop a Class or Withdraw and Before the Last Day of Class (<https://www.jsu.edu/registrar/academic-calendar/>), they can choose one of the following options for each course, in consultation with each instructor:

1. The student can approach each faculty member and attempt to work out an arrangement to complete all coursework for their courses in the allotted time frame for the semester. No additional action is needed.
2. If the military student is passing the course, they can request an Incomplete "I" grade from each of their faculty members. The military student should consult the Incomplete policy for details. Students can request an Incomplete for each course by submitting an Incomplete Grade Completion Plan (<https://www.jsu.edu/registrar/incomplete-grade-completion-plan-form.html>) form.
3. If the military student is passing the course, they can request that grades be assigned by the faculty member for the course based on the work completed. The final decision about grading is left to the faculty member in consultation with the Department Head. Once a decision has been agreed upon, the student will submit an Incomplete Grade Completion Plan (<https://www.jsu.edu/registrar/incomplete-grade-completion-plan-form.html>) form to officially record that decision.

If the previous options are not feasible, the military student can submit a Military Withdrawal (<https://www.jsu.edu/veterans/military-withdrawal.html>) for all courses that semester through the Office of Veteran and Military Services.

*Regardless of which option the military student selects, they should consult with the offices of Veteran and Military Services, Financial Aid, and Housing (if applicable) to see what financial repercussions, if any, the student will face.