I. PURPOSE

This policy shall be implemented in order that DMU might provide equitable, consistent treatment to its students who are called into military service and to facilitate their ability to continue their education once that military service is completed.

II. POLICY

DMU adopts this policy to offer not less than the following options to a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa National Guard or reserve forces of the United States and who is ordered to state military service or federal service or duty. DMU will allow the student to:

1. Withdraw from the student’s entire registration and receive a full refund of tuition and mandatory fees. The funds will be returned to the source of payment.

2. Make arrangements with the student’s instructors for course grades, or for incompletes that shall be completed by the student per the Petition & Contract for Awarding/Removing an Incomplete Grade form. If such arrangements are made, the student’s registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded to the source of payment.

III. PROCEDURES FOR REQUESTING MILITARY DEPLOYMENT LEAVE

Students must complete the petition for a Voluntary Leave of Absence through Pulse. Additional information regarding this process can be reviewed in the Student Leave of Absence Policy. When requesting the leave, students must include copies of their official military orders. DMU may contact the military officer who issued the orders to confirm their validity.
IV. **Readmission of Service Members**

In order to return from a leave of absence, the student must notify their specific program of their intent to return in writing.

Upon return the student will be readmitted at the same academic status as they had when previously attended.

If the student is readmitted to the same program, for the first academic year in which the student returns, the school must assess the tuition and fee charges that would have been assessed for the academic year during which the student left DMU. However, if veterans education benefits or other service member education benefits will pay the higher tuition and fee charges that other students in the program are paying for the year, DMU will assess those charges to the student as well.

If DMU determines that a returning student is not prepared to resume the program with the same academic status at the point they left off or is unable to complete the program, the university will make reasonable efforts to enable the student to resume or complete the program at no additional cost to the student. If such efforts are unsuccessful or place an undue hardship on DMU, the university is not required to readmit the student.

In accordance with federal regulations, returning students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission under this policy.