

<b>SUBJECT:</b>	<b>Students Called to Military Service</b>
<b>REVIEWED/REVISED:</b>	April 2021
<b>RELATED POLICY:</b>	Course/Program Changes/Withdrawals
<b>PURPOSE:</b>	To inform students called to active military duty of their resources and the procedures for pausing academic progress and resolving questions related to their student accounts.
<b>POLICY OWNER:</b>	Vice President, Academic Affairs

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**Policy Statement:**

Nebraska Methodist College is committed to supporting its students who serve in the military and will maintain this and other policies as necessary to support the unique needs of its student serving in all branches of the military.

**Eligibility:**

Students who are enrolled at the College for credit courses who are ordered to active duty, called to required training exercises or drafted and not eligible for deferment.

**Course Completion and Cancellation Options:**

Eligible students have options according to their specific circumstances. Students called to military service need to contact the Director of Advising and provide copy of the student's official military orders. The Director of Advising will work with the student, student's Program Director and Registrar to develop an academic plan and complete any necessary College forms. The Registrar must keep a copy of the student's military orders on file.

If an "incomplete" grade is not an option, NMC will review the academic status of each affected student to gain an administrative withdrawal (WX). The Financial Aid and Business Offices will review a withdrawal on a student's record on a case-by-case basis to assure that a student called to military duty will not be financially penalized because of military responsibilities. Notwithstanding any provision to the contrary, administration of financial aid with respect to any eligible student shall be consistent with federal and state law.

**Return to Program:**

An eligible student's return to program plan would be developed case-by-case based on the academic program the student was enrolled and is attempting to continue.