

# WITHDRAWING FOR ACTIVE MILITARY DUTY

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In the event that a student is called from the Ready Reserves or National Guard for active military duty during a semester, the following withdrawal policy should be applied. Since students in the School for Professional Studies have eight-week terms, the policy will be adjusted appropriately when applied to their terms.

- Up to the last day to withdraw with a grade of “W” (end of the tenth week), student will be dropped from all courses being taken and a full refund of tuition, fees and parking charges will be provided.
- From the last day to withdraw with a grade of “W” (end of the tenth week) and the end of the semester students have the choice of the following:
  - Full drop from all courses being taken and a full refund of tuition, fees and parking charges.
  - To work with faculty members to complete a Petition for Course Extension. “I” grades would be assigned (pending completion of the formal request for an “I”), requiring a student to complete these courses within one year after returning to Saint Louis University. No refund of tuition, fees and parking charges would be made.

Financial aid awards will be adjusted based on program policy guidelines that may result in a student being responsible for aid-related outstanding charges. Room and board charges will be prorated (per the housing contract) based on the date the student moves out of a campus residence.

Following the procedures below will ensure that withdrawal from classes because of military mobilization is communicated and completed successfully.

- A student called for active military duty must provide the Office of the University Registrar a copy of the student’s Mobilization Order and indicate a desire to withdraw from their courses.
- The Office of the University Registrar will notify all administrative offices and the student’s advisor and faculty of the withdrawal, listing the student’s name, SID, the official date of withdrawal, and college/school of the student. The Office of Housing and Residence Life will track the date the student leaves the campus residence for purposes of the prorated room and board refund.
- Students must check with the Office of the Student Financial Services to ensure that final financial arrangements (outstanding balances or refunds) have been settled.
- Students who are called for military mobilization and do not “officially withdraw” are responsible for settling all semester tuition, fees and charges with the University.