



**Campus Administrative Policy**

**Policy Title: Students Called for Military Duty**

Policy Number: 7019                      Functional Area: Student Affairs

---

Effective: January 1, 2012  
 Date Last Amended/Reviewed: January 1, 2012  
 Date Scheduled for Review: July 1, 2019  
 Supersedes: Students Called For Military Duty, August 7, 2007

Approved by: Roderick Nairn  
 Provost and Vice Chancellor for Academic and Student Affairs.

Prepared by: Associate Vice Chancellor for Student Affairs  
 Reviewing Office: Office of the Provost  
 Responsible Officer: Associate Vice Chancellor for Student Affairs

Applies to: CU Anschutz  
 CU Denver

---

**A. INTRODUCTION**

Many of our students serve in the Reserves and National Guard. The University of Colorado Denver | Anschutz Medical Campus supports our students who are serving the country in this way. Military actions in other parts of the world and weather related disasters and other crises in the United States and in other parts of the world may result in the Department of Defense and/or the Governor calling Reserve and National Guard members to active duty. Federal and state laws require Reserve and National Guard members to comply with orders calling them to active duty.

These guidelines offers suggestions for ways in which academic and administrative units and faculty may assist students who are called to active military duty.

**B. STUDENT RESPONSIBILITY**

A CU Denver | CU Anschutz (“the university”) student who receives orders calling them to report for active military duty should provide a copy of those orders (including the date in which the orders were made and the “reporting date”) to the associate dean or to the

advising office of the student's school or college. The associate dean/advising office will provide a copy of the orders and written official leave of absence request (if applicable) to the Office of Records and to the Office of Financial Aid, if the student has a scholarship or other financial aid. The associate dean/advising office will notify the faculty members in all courses in which the student is enrolled and will assist with arrangement of course completion options and a written official leave of absence (if needed).

NOTE: Should the student not be capable of providing a copy of such orders to the associate dean or the advising office due to the immediacy of the military assignment, the student must submit the official orders 1) upon return to school, or 2) while on active duty. The university can only consider requests for changes to grades or tuition charges with official military orders. The university will make appropriate changes to the student's records once the official orders are submitted.

### **C. COURSE COMPLETION OPTIONS**

1. Faculty are urged to work with a student who has received military orders to enable the student to complete the course work whenever it is reasonably feasible for the student to do so.
2. If a student receives military orders for an extended period of time and it is highly likely that the student will miss most of the class sessions in the course, the student is advised to drop the course.
3. If the student receives military orders late in the term, faculty members may offer the student the option of an incomplete in the course subject to guidelines of the school or college.

However, students should be discouraged from taking more than one incomplete.

### **D. ADMINISTRATIVE MATTERS**

1. A student who is forced by virtue of military orders to drop selected courses or withdraw from a term should receive a 100% refund of any tuition the student has paid for the courses dropped or withdrawn. Refunds of tuition paid by financial aid will be handled by the Bursar and the Office of Financial Aid so as not to disadvantage the student.
2. A student on financial aid who is forced by virtue of military orders to drop selected courses or withdraw from a term should not be penalized in terms of financial aid eligibility, making academic progress, or other financial aid criteria.
3. If a student has arranged to attempt to complete a course and finds that the nature of the military service prevents the student from completing the course work, the student should notify the faculty member and the associate dean and request their assistance in determining and implementing an appropriate course of action (e.g., requesting an incomplete, dropping the course, and written official leave of absence if needed).

Students can appeal any administrative decisions that result from their required participation in military orders by requesting the procedures for doing so from their

school or college.

## Notes

1. Dates of official enactment and amendments:  
August 1, 2007: Adopted  
January 1, 2012: Revised and reissued by the Provost  
April 12, 2019: Modified
2. History:  
April 12, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chartered policy statements organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office.
3. Initial Policy Effective Date: August 1, 2007
4. Cross References/Appendix: N/A