

Veterans' Readmission Policy

I. POLICY

A student who is called to active duty in the United States Armed Forces or the National Guard or Reserve for a period of more than 30 days, or who is temporarily unable to attend classes for less than 30 days within a semester due to a military service obligation and such absence results in a withdrawal under Goucher's policies, is entitled to reenroll at the college provided the student meets the following requirements:

- A. the cumulative length of the student's absences from the college because of service on active duty does not exceed five years (which period may be extended in certain cases, as provided by statute);
- B. the student notifies the college within three years after completion of service that they intend to reenroll at the college; and
- C. the student has not been discharged from the Armed Forces with a dishonorable or bad conduct discharge.

The student shall be permitted to reenroll to the same program in which they were enrolled, at the same enrollment status and with the same academic standing as the student previously had, unless the student requests or agrees to admission to another program. If the student's program is no longer offered, the college will admit the student to the program that is the most similar to the student's prior program.

II. PROCEDURES

The following procedures are provided in order to minimize disruptions or inconveniences for students fulfilling their military responsibilities.

- A. If called to active duty, a student is encouraged to notify the Registrar's office in advance, in writing or orally, unless the student cannot provide notice because the mission is classified. If possible, the student is requested to provide verification of the call to active duty by providing a copy of the service orders to the Registrar. The student may also sign an affidavit attesting to such an order, which includes an address or telephone number where the Registrar can verify the order.

If the student provides advance notice of the call to active duty, the student should inform the Registrar in writing one of the following two options:

1. The student may elect to withdraw from Goucher College and receive a 100% refund for tuition. If called up after the end of the add/drop deadline and before the end of the tenth week of the semester the student can withdraw without a record.

2. The student may choose to remain enrolled and receive the grade(s) and credit for the course(s) if it is past the tenth week at the time the student is called to active duty. In such a case, no adjustment of tuition charges would occur. If the student has carried a subject with a passing grade, the student may petition to take an Incomplete grade (I) in the course by completing an Incomplete Grade Request Form. The student may choose to take an Incomplete in one or more courses and drop other courses. Students would only pay tuition charges for the courses not dropped.
 - i. The Incomplete grade (I) must be agreed to by instructor(s) and the student, and approved by the Associate Provost for Undergraduate Studies or Graduate Studies.
 - ii. The Incomplete grade (I) will be maintained for a maximum of one year, or longer, if required by statute.
 - iii. Students returning from active duty must resolve any incomplete grades within the first six weeks of the semester after the student reenrolls.

If the student does not provide notice of the call to active duty to the Registrar, the Registrar shall administratively withdraw the student.

- B. A student receiving Veteran's Benefits should contact the office of financial aid in order to complete required documents.
- C. Students receiving financial aid will be subject to the refund policies of the agencies sponsoring the aid.
- D. Goucher College scholarship awards will be preserved for students holding such awards when called to active duty. These scholarship awards may be reclaimed by students returning from active duty for a period of five years after their release from active duty. Any federal grant or loan awards that the student may have received will be governed by the applicable policies established by the Department of Education.
- E. A prorated refund for residence hall and meal plan fees will be based on the number of weeks that have elapsed in the semester before the student gives official notice of his or her military call to active duty or leaves on active duty without giving notice.
- F. Textbooks may be returned to the College Bookstore for credit, based on bookstore policies. Students will need to present their bookstore receipt, a student ID, and a copy of their military orders at the service counter to receive a refund.
- G. Graduate students will be granted an extension of time to complete degree requirements equivalent to the period of active duty that occurred after the student was enrolled at the college, up to no more than five years. In some cases (for example, if the student's tour of active duty is extended, or if the student is injured during the tour of duty and is unable to reenroll immediately) this period may be extended.
- H. Upon reenrollment, the college will make reasonable efforts at no extra cost to the student to help them become prepared, or to enable them to complete the program including, but not limited to, providing refresher courses and/or allowing the student to retake a pretest. Reasonable efforts are actions that do not place an undue hardship on the college. An undue hardship exists if an action

requires significant difficulty or expense when considered in light of the overall financial resources of the institution and the impact otherwise of such action on the operation of the institution.

- I. If a student is called to active duty in his or her last semester before graduation, the student should contact the Associate Provost for Undergraduate Studies to determine if graduation requirements can be completed.
- J. Any student required to withdraw due to a call of duty shall be given priority in registration upon return to the college for the semester immediately following his or her discharge from active duty.
- K. Exceptions to this policy require approval of the Associate Provost for Undergraduate Studies.
- L. Students who wish to grieve any decision or action under this policy should follow the procedure outlined in Goucher's [Student Grievance Procedure](#).

III. RESPONSIBLE OFFICIAL

The office responsible for this policy is the Office of the Registrar.

Additional information can be found on the Department of Education's [website](#).