



## UNIFORMED SERVICE MOBILIZATION/ACTIVATION APPLICATION

Name \_\_\_\_\_ CWID# \_\_\_\_\_

Permanent Mailing Address \_\_\_\_\_ Service Branch \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Local Phone # \_\_\_\_\_

Many students enrolled at NSU serve our country in the reserve forces of the U.S. Armed Services and in the Louisiana National Guard. These students are subject to unforeseen mobilization/activation in response to local, regional, national, or international emergencies. In order to minimize the effects of this disruption, as much as possible, the University has developed the following procedures to address these circumstances:

- (1) Students must complete this form and submit it along with a copy of military orders to the Office of the Registrar as soon as they are notified of their activation.
- (2) The Office of the Registrar will comply with requests as indicated by students and will notify faculty members, as needed.
- (3) Parents, guardians, or spouses of students may present military orders in cases where students cannot do so personally.

**According to the Board of Regents' Academic Affairs Policy AA 2.21, I am requesting the awarding of Academic Credits/Grades as indicated below:**

Please initial the item(s) that applies to you, and specify semester/year: \_\_\_\_\_  
Semester and Year

- \_\_\_\_\_ I want to have my registration cancelled in all courses.
- \_\_\_\_\_ I want to resign with grades of "W" in all courses.
- \_\_\_\_\_ I want to receive a grade of "W" in the following courses \_\_\_\_\_,  
and a grade of incomplete (with the instructor's concurrence) in these courses \_\_\_\_\_.
- \_\_\_\_\_ I want to receive final grades in all courses based upon the coursework completed up to the date of mobilization/activation.
- \_\_\_\_\_ I want to receive a grade of "W" in the following courses \_\_\_\_\_,  
a grade of incomplete (with the instructor's concurrence) in \_\_\_\_\_,  
final grades based on the coursework completed (with the concurrence of instructors) in these  
courses \_\_\_\_\_,  
and take an early final exam (with concurrence of instructor) in the following courses  
\_\_\_\_\_.

Military orders attached \_\_\_\_\_ Orders being sent by \_\_\_\_\_

On National Guard List \_\_\_\_\_ Orders unavailable, verification will be provided upon return \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\* For Office Use Only \*\*\*\*\*

**Decision:** Approved \_\_\_\_\_ Denied \_\_\_\_\_ Based on Military Orders \_\_\_\_\_  
**Action:** Cancellation \_\_\_\_\_ Resignation \_\_\_\_\_ Final grades \_\_\_\_\_ Incomplete grades \_\_\_\_\_ W grades \_\_\_\_\_

Signature of University Registrar \_\_\_\_\_ Date \_\_\_\_\_

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## ACADEMIC AFFAIRS POLICY AA 2.21 UNIFORMED SERVICE MOBILIZATION

### I. Awarding of Academic Credit/Grades

- A. Students in the uniformed services who are mobilized/activated during a semester or term will be given the option of either: (1) complete withdrawal from the college or university for the semester; or (2) withdrawal from or continuation in individual courses within the college or university upon a determination that institution guidelines are met and that it is educationally sound to allow such continuation. Students who choose to remain enrolled in some or all courses should be provided reasonable support to ensure that the pursuit of education is disrupted to the minimum extent possible and that no undue penalties are assessed due to a military call to service.
- B. Course Withdrawals. When mobilization/activation occurs prior to the college or university census date, mobilized students who withdraw will incur no penalty or grade in any course. Those who withdraw from all courses will be given a complete withdrawal from the college or university (with 100 percent refund of tuition and fees which have been paid, including student insurance and other non-refundable fees). After the census date, mobilized students who withdraw from a course shall receive a grade of "W" in the course and 100 percent refund of course-related tuition and fees which have been paid, excluding student insurance fees and other non-refundable fees. When possible, transcripts should be annotated to reflect that the resignation is the result of activation for military duty. Room and board payments will be refunded on a prorated basis, regardless of the date of involuntary mobilization/activation.
- C. Continued Enrollment After Involuntary Mobilization/Activation. Students may choose to remain enrolled in individual courses upon a determination that it is educationally sound to allow such continuation and with the concurrence of the instructor and dean (or equivalent), as required by college or university guidelines. For courses in which enrollment is continued, institution policies should address, at a minimum, and dependent upon the date of involuntary mobilization, provisions for students to request: (a) a grade of incomplete; (b) a final grade based upon course work prior to the date of mobilization; or (c) an early final examination in order that the instructor can determine a final course grade. Those students who receive incomplete grades shall have no longer than one year after conclusion of the involuntary term of active duty to meet with university officials and work out a timetable for removing the incomplete grades.

### II. Academic Status Upon Re-enrollment.

When students whose enrollment was interrupted by mobilization/activation re-enroll in the same institution within one year of completion of their involuntary term of active service, the college or university will make every possible effort to place the students back into their academic studies track as close as possible to the same place they occupied when mobilized/activated. The normal readmission application fee will be waived for these students.

- A. Reasonable attempts should be made to give preferential enrollment into high demand courses necessary for these students to continue their studies with as little interruption as possible.
- B. Time spent on active duty should not be counted in determining the catalog under which the student must meet curricular or degree requirements; involuntary mobilization/activation will not be considered a break in continuous attendance, for catalog purposes. A person who, upon being offered separation from involuntary active duty, reenlists or otherwise voluntarily extends active duty, may be considered to have broken continuous attendance.

**Note: Refer to the VA section of the University Registrar's Office Web page at <https://www.nsula.edu/registrar/veterans-affairs/> for the complete policy.**

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