



**Minnesota State Colleges and Universities
System Procedures
Chapter 5 – Administration
Procedures associated with Board Policy 5.12**

5.12.1 Active Duty with the Armed Forces

Part 1. Authority. Board Policy 5.12, Refunds, Withdrawals, and Waivers, requires colleges and universities to develop guidelines to implement this policy.

Part 2. Purpose. To provide consistent guidelines for students within the Minnesota State College and University System who are called to active duty with the armed forces.

Part 3. Guidelines. Students who are members of any branch of the U.S. military reserves and who are unable to complete a semester due to having been called to active duty shall to the extent possible be provided one of the following options:

Subpart A. The student may be given a full refund of tuition. Students receiving financial aid who choose this option should be made aware that they may be liable for any required refunds of state or federal financial aid funds.

Subpart B. The student may be given a grade of incomplete in a course and complete it upon release from active duty. Course completion may be accomplished by independent study or by retaking course without payment of tuition. Under federal financial aid policies a course that is retaken this way may not be counted toward a student's enrollment load.

Subpart C. If in the instructor's judgment the student has completed sufficient course work to earn a grade of C or better, the student may be given credit for completion of a course.

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06/21/00 – Contains language formerly in system procedure 5.8.1;