



## Veterans Services

# Instructions for Military Activation and Missing Class for Duty

### Attention Military Students:

If you are a military student with the potential of being called to military service and/or training during the course of the semester (even 1 or 2 days), you are strongly encouraged to contact all of your course instructors no later than the first week of class to discuss the class attendance policy.

### If You Are Called to Active Duty:

#### Early in the semester:

If you are a UNC main campus student, you need to contact the Office of Veterans Services at (970) 351-1403 or [veterans.services@unco.edu](mailto:veterans.services@unco.edu). They will need a copy of your deployment orders or official employer letter to process your request. The copy of your orders or official letter will ensure that you will not be billed for the classes that you may have to withdraw from. You may mail the orders/letter, deliver them in person, or email them to [veterans.services@unco.edu](mailto:veterans.services@unco.edu). The Office of Veterans Services will coordinate with the Registrar to withdraw you from your classes (with no resulting transcript record of your enrollment), and will notify the Bursar and Financial Aid offices regarding your status.

#### Mid to late semester:

Contact the Office of Veterans Services to inform them of your upcoming deployment. If possible, contact each of your instructors **in person or over the phone** to discuss your options for either completing the course or withdrawing. Depending on the nature of the course, University faculty will make whatever reasonable accommodations they can, including early completion, assignment of a grade of **Incomplete** (An **Incomplete** allows you to complete the course by the end of the next semester and extend up to 1 year), or a withdrawal may be the only option. Once you've determined how each individual course will be handled, contact the Veterans Services (970) 351-1403 to complete the process.

**Note:** If the student is living on campus, the student will be charged for room and board up to the day of departure.

#### The Office of Veterans Services will contact the following offices:

**Registrar** (Registration)

**Bursar** (Student Accounts)

**Financial Aid** (For Students Receiving Aid)

**Residential Life & Dining Services** (Those Living and/or Dining on Campus)

**Parking Services** (Parking Pass Prorated Refund)

### **When you return:**

Depending on the length of your tour of duty, your UNC student record may have become inactive. When you are ready to come back to school, contact the Office of Veterans Services (970) 351-1403, and that office will make all the necessary arrangements to get you enrolled for the next semester. A grade of **"I" Incomplete** will not impact a student's future enrollments

### **Students Enlisting in the Armed Forces**

Students who are enlisting in the military are not categorized the same as a student who is activated or deploying. The armed forces recruiting stations have informed the University of Northern Colorado that an enlisting student can provide a proof of enrollment and their enlistment will be deferred until the completion of the semester. If a student decides to go ahead and enlist, it is the student's own decision and should be treated as a normal withdraw.

### **Incomplete "I" Grade**

An **"I"** is assigned due to unanticipated circumstances toward the term that made you unable to complete the course requirements within the allotted time (e.g. you had to miss due to sickness, an emergency in the family, or military deployment).

The instructor must submit to the school director, a written notice of the specific coursework to be completed before the final grade is determined; a copy is kept in the school and one is provided to you.

To amend a grade of **"I"** with an earned grade on your transcript, you must complete all incomplete course work by the last day of the next semester, including summer term.

If the course requirements are not completed within the time limitation and the grade received in the Registrar's Office, the grade will be recorded on the academic record as a failing or unsatisfactory grade. You may petition for a one-term extension through the Registrar's Office if extenuating circumstances are warranted. For more information contact the Registrar's Office at [registrar@unco.edu](mailto:registrar@unco.edu).