

WITHDRAWING FOR ACTIVE MILITARY DUTY

In the event that a student is called from the Ready Reserves or National Guard for active military duty during a semester, the following withdrawal policy should be applied. Since students in the School for Professional Studies have eight-week terms, the policy will be adjusted appropriately when applied to their terms.

- Up to the beginning of midterms (eighth week of the semester), a grade of “W” will be assigned for all courses being taken and a full refund of tuition, fees and parking charges will be provided.
- From the beginning of midterms through the last day to withdraw with a grade of “W” (end of tenth week), a grade of “W” will be assigned, but no refund of tuition, fees and parking charges will be made. However, a student will be permitted to retake the courses, or their equivalents, upon returning to Saint Louis University without a tuition charge.
- After the last day to withdraw with a grade of “W”, depending on timing, students and faculty may agree to one of the following:
 - That letter grades would be assigned based on a student’s performance in the courses.
 - That “I” grades would be assigned (pending completion of the formal request for an “I”), requiring a student to complete these courses within one year after returning to Saint Louis University. No refund of tuition, fees and parking charges would be made. The student could also decide, upon returning to the University, to retake these courses, or their equivalents, without a tuition charge.
 - That “W” grades would be assigned, with no refund given, and the student would be permitted to retake the courses, or their equivalents, upon returning to the University without a tuition charge.

Whenever a student withdraws because of being called to active military duty, a note will be included on the transcript to indicate that the withdrawal is due to military service. Financial aid awards will be adjusted based on program policy guidelines that may result in a student being responsible for aid-related outstanding charges. Room and board charges will be prorated (per the housing contract) based on the date the student moves out of a campus residence.

Following the procedures below will ensure that withdrawal from classes because of military mobilization is communicated and completed successfully.

- A student called for active military duty must complete a Change of Registration form in the dean’s office of the student’s college or school, attaching a copy of the student’s Mobilization Order.
- The dean’s office will forward the Change of Registration form, with the attached Mobilization Order and appropriate Dean’s Office signature, to the Office of the University Registrar for processing.
- The Office of the University Registrar will notify all administrative offices and the student’s advisor and faculty of the withdrawal, listing the student’s name, SID, the official date of withdrawal, and college/school of the student. The Office of Housing and Residence Life will track the date the student leaves the campus residence for purposes of the prorated room and board refund.

- Students must check with the Office of the Student Financial Services to ensure that final financial arrangements (outstanding balances or refunds) have been settled.
- Students who are called for military mobilization and do not “officially withdraw” are responsible for settling all semester tuition, fees and charges with the University.