

## Proposal for Revisions to § 3-313 Withdrawal from the University for Military or Other National Defense Services

**Sponsor:** Committee for the Recruitment & Retention of Student Veterans and Office of the Registrar

**Brief Description:** We are proposing a revision to the withdrawal policy for students called to active duty in the U.S. military or other U.S. national defense services while enrolled at Illinois. The current policy is outdated and inflexible. The proposed revisions provide options for completing coursework rather than forcing a withdrawal from the entire semester.

**Background:** The Office of the Registrar brought this policy to the Committee for the Recruitment & Retention of Student Veterans and asked for assistance with updating the policy to provide students with more options should they be called to active duty. The proposed changes have the full support of the committee, the Council of Undergraduate Deans and the Graduate College.

**Justification:** The current policy is outdated and inflexible. Students are essentially forced to withdraw from the semester when a flexible policy could allow them to complete all or some of their courses for full credit. We've added the option for students to request incompletes when called to duty towards the end of the semester as currently students are not eligible for incompletes unless they are missing only final exams and final projects. Incompletes offer students the opportunity to potentially improve their final grade by completing the course. We also wanted to avoid requiring students to withdraw from the semester if they are going to be absent for a shorter period of time near the beginning of the semester. Thus, we're suggesting up to 14 consecutive calendar days of excused absences to allow students to make up missed work and not be penalized for missing class. We've removed the option to award partial credit as colleges have indicated partial credit is not helpful as students would likely need to repeat courses to meet degree requirements and the addition of excused absences and incompletes remove the need to award partial credit. Finally, we've suggested changing "withdrawal" to "departure" in order to distinguish this policy from regular semester withdrawal policies.

**Budgetary and Staff Implications:** None

**Communication Plan:** Once approved and the revised policy is published in the 2023-2024 Student Code, the Office of the Registrar will contact college staff to make them aware of the changes. We will also send communications to the COAR and ADVIS-L listservs.

**Desired Effective Date:** The revised policy would go into effect in 2023-2024 Student Code in Fall 2023.

▲ ~~§ 3-313 WITHDRAWAL EXCUSED ABSENCES AND DEPARTURE FROM THE UNIVERSITY FOR U.S. MILITARY OR OTHER U.S. NATIONAL DEFENSE SERVICES~~

~~a. Undergraduate and Professional Students~~

1. Credit in Courses

~~A. Undergraduate or professional students who, after completing the seventh week and before completing the twelfth week of the semester, withdraw from the university to enter active service with the Armed Forces of the United States or other country (including the National Guard), or other service pertaining to the national defense that is approved by the appropriate university committee and do so enter within ten days of the date of withdrawal, shall be entitled to receive, without examination, credit for one-half of each course in which they have attained a standing of C- or better at the time of withdrawal. The grade reported shall be that attained in the course up to the time of withdrawal. (Grades reported below C- are recorded as W (withdrawn); grades of C- or higher reported in courses taken under the CR-NC option are recorded as CR.)~~

~~A. Undergraduate, graduate, or professional S~~students who are members of the Active Reserve Forces (including the National Guard) called to active duty under normal training orders will not be granted ~~excused absences or~~ academic credit for courses in which they are enrolled unless they have requested a postponement of such a period of active duty for training until the summer, and unless the university has received a verification that such a request was officially denied. This requirement, however, shall not apply to individuals who are called to active duty as a result of national emergency or as a result of the mobilization of the Reserve Forces (including the National Guard).

B. A student called to active duty shall be eligible for excused absences, subject to instructor approval, for up to 14 consecutive calendar days of in-progress courses prior to completing 75% of the semester in which they are enrolled. Any assignments and assessments associated with those excused absences must be completed by the student in a timely manner as defined by the

instructor after the student's return to campus. Courses must be at least 8 weeks in duration to receive up to 14 consecutive calendar days of excused absences. Courses less than 8 weeks in duration will be handled based on instructor and college office coordination. Training requiring more than 14 consecutive calendar days of absence, or students planning to continue coursework remotely, must coordinate with instructors. The Chez Veterans Center will confirm documentation of training orders for students called to active duty. Students should share this confirmation of training orders with instructors as soon as possible, but no later than five business days prior to the student's departure.

- C. Where such withdrawal occurs upon completion of the twelfth week of the semester, or later, such student shall be entitled to receive full credit upon like conditions. When a student is called to active duty after completing at least 75% of the semester in which they are enrolled, the student may request incomplete grades (See § 3-104 Other Grade Symbols in Use) or depart from the semester. Students are permitted to request incomplete grades in some courses while departing from others.
- D. In cases in which withdrawal occurs during terms of different lengths, the same credit provisions prevail, as follows:  
Twelve-Week Term — Half credit after six weeks; full credit after nine weeks.  
Eight-Week Session — Half credit after four weeks; full credit after six weeks. (See § 3-508(c) on refund regulations.) In the case of departure after completing at least 75% of the courses in which they are enrolled, students as specified in A. are entitled to receive full credit. The grade reported shall be that attained in the course up to the time of departure. (Grades reported below C- are recorded as W (withdrawn); grades of D- or higher reported in courses taken under the CR-NC option are recorded as CR.)
- E. Students, irrespective of their grade in any course in which they are then registered, students who withdraw depart from the university at any time for any of the above-mentioned reasons, shall be entitled at their discretion to take an examination

~~complete alternative assignments or assessments approved by the instructor~~ for credit in the course, ~~or for credit for only the first half thereof.~~ The usual grading system applies. (See § 3-102 on grading system.)

2. Graduation

- A. Students who have been at the university for not less than two full semesters, who have met all requirements for graduation (including minimum scholarship requirements), except those that they would fulfill by completing the courses for which they are registered at the time of ~~departure~~withdrawal from the university to enter active service with the Armed Forces, will receive full credit in those courses and may be recommended for a degree provided they have completed ~~the seventh week of that semester (sixth week in a twelve-week term or fourth week in an eight-week session)~~ 50% of the course(s) in which they are enrolled, and provided they have a standing in the course(s) for which they are registered that, if maintained to the end of the semester, would satisfy the requirements for graduation. Courses that are not at least 50% completed at the time of departure will not earn any academic credit. ~~If the withdrawal occurs before the completion of the seventh week of such semester (sixth week in a twelve-week term or fourth week in an eight-week session), students may be recommended for a degree upon passing examinations covering the first half of the subject matter of the courses in which they are then registered.~~
- B. A student senior who is eligible for continuing enrollment who at any time leaves the university to enter military service and does so enter within ten days, and who lacks no more than one-sixteenth of the total credit hours required for a degree, may, at the discretion of the college concerned and on approval of the student's major department, be recommended for such degree. But no student should be considered eligible for this privilege who has acquired hours under the provisions of subsection (2)(A) above.
- i. "A student senior who is eligible to continue" shall be interpreted to mean one whose progress during the

student's university registrations has been satisfactory to the administrative officers of the student's college. Among grounds for dissatisfaction might be negligence in meeting requirements, or scholastic deficiencies.

- ii. "At any time" shall be interpreted to mean "during any semester of enrollment or the interim between successive semesters." It is not intended that students who stay out of college for any semester, and who thus do not make continuous progress to their degrees, shall be eligible for the privilege extended in these rules.

~~b. Graduate Students~~

~~A graduate student who withdraws from the university at any time to enter active service with the Armed Forces, or other service pertaining to the national defense as determined by the appropriate university committee, shall be entitled to receive such credit for work theretofore done by the student as the professor in charge of the student's major work and the dean of the Graduate College, in accordance with the recommendation of the instructor or instructors in charge of the work in which the student is registered, deem proper, these officers being guided by policies comparable to those that apply to undergraduate students who withdraw from the university in order to enter into active service with the Armed Forces, or other service pertaining to the national defense.~~

