



Title: #VI-1. Students Called to Active Military Duty

Date: April 25, 2025 (Replaces version dated July 24, 2024)

In accordance with [WV Code §18B-4-10](#), the following policy is hereby in effect for West Virginia University Parkersburg:

1. Upon notification from a student in one of the uniformed services that is called to unexpected active duty (whether voluntary or involuntary), including such service by a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days shall be afforded a choice of options for completion of enrolled coursework.

- a. If the military member student has completed 75 percent or more of the term or the required coursework:
 1. The member may choose to receive full credit for the course, with assignment of the grade earned up to the time of the call to duty.
 2. Withdraw from the course without academic penalty and receive no credit for the course pursued.
- b. If the military member student has completed less than 75 percent or more of the term or the required coursework:
 1. Receive an “incomplete” grade for the course, and with written verification of concurrence of the instructor or department Dean, complete the course within one year of release from military service.
 2. Withdraw from the course without academic penalty and receive no credit for the course pursued but receive a proportional refund of tuition and fees for the term, as permitted within adherence to financial aid regulations.

2. Military members seeking relief under this rule must provide proof, in the form of a dated copy of official orders, that the call up or reassignment could not reasonably have been foreseen prior to the beginning of the term, and not part of member notified scheduled military training prior to the start of the term.

3. Upon re-enrollment, the student's educational status, financial aid eligibility, or other benefits will not be adversely affected by the military leave of absence. Re-enrollment guidelines, per current federal and state regulations will apply.

For more information on Military Withdrawal or Re-enrollment guidelines, please contact the Veterans' Advocate Office at 304-424-8337.

Responsible Administrator: Executive Vice President for Academic Affairs,
304-424-8242