

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: VIII:07:00

Date: September 1996

Subject: Students Called to Active Duty

Procedures for students called to active duty or sent by a medical organization to assist in recovering from a terrorist attack are as follows:

1. Refer, to the Registrar's Office, all persons or calls concerning students sent to a terrorist attack site as part of a military or medical team.
2. If the student is scheduled to be absent for a brief or undetermined time and expects to return to classes, the Registrar's Office will:
 - Notify each instructor, in writing, with notifications hand carried to each instructor's department.
 - Send the student a letter informing them of their option to take a Leave of Absence should the need arise.
 - Maintain a list of all students affected.
3. If the student later determines that a Leave of Absence is needed, the Standard Procedures for Students called to Active Military Duty will apply. Those procedures are listed below.

Standard Procedures for Students Called to Active Military Duty

LEAVE OF ABSENCE: Students will present a copy of their military orders to the Registrar's Office, Moot Hall 210. They will be given verbal approval for a Leave of Absence with a waiver of the 2.00 GPA, chair and dean signature requirements, and deadline, if necessary. Copies sent to student, department, dean after processing. The leave will be effective the first day of class generating a 100% refund.

TUITION REFUNDS: Registrar's Office informs Student Accounts; Student Accounts will issue refunds within 10 days.

INCOMPLETE GRADES: Deadline for completion of incomplete grades is automatically extended by Director Academic Standards; every consideration will be given should other problems arise.

BOOKS: The College Book Store will give a full refund for books in original condition. For books not in original condition, maximum allowable refunds will be given based on the condition of the book. Processing will be expedited. Requirement to show a receipt with each returned book is waived when a copy of orders to active duty is provided.

MEAL PLAN: Student goes to Dining Services in the Student Union, Room 223, with student ID card. Appropriate adjustments will be made based on individual circumstances. Dining Services informs Student Accounts.

DORMS: Dorm residents inform Residence Life; Residence Life informs Student Accounts; refund is prorated to day of departure.

GRADUATE STUDENTS: Graduate students are not given leaves but will be dropped from all courses, generating a 100% refund. The Registrar's Office will notify the Graduate School Office and the appropriate dean's office.

VETERAN'S ADMINISTRATION: If the student is receiving VA benefits, Registrar's Office sends change of status to VA. VA will allow students to retain funds that cover their enrollment through the date of last attendance (pending, not yet official).

LIST OF STUDENTS: A listing of students involved will be maintained by the Registrar's Office.