

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

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Subject: Student Military Deployment Policy

Buffalo State University is dedicated to supporting students who are members of the United States Armed Forces. Per the State University of New York (SUNY) policies and state and Federal Law, students activated for military duty, including those deployed or mobilized, are entitled to accommodations that mitigate disruptions to their academic progress.

Military Obligation encompasses but is not limited to Entrance Testing, Basic Training, Activations, Deployments, Mobilizations, Permanent Changes of Station, Temporary Duty Assignments, Drills, and Unit Training Assemblies.

Eligibility

This policy applies to students who are:

- **Active-duty service members** (in all divisions) who receive orders for deployment, mobilization, extended training, etc.
- **Members of the National Guard or Reserves** who are activated for federal or state service

Procedures for Students Requesting Accommodations

1. **Office of Veteran Services/Dean of Students Office.** The Dean of Students office will inform faculty members of their impending departure.
2. **Consultation:** Students are encouraged to meet with their associate dean, the academic standards office, the adviser, and a financial aid counselor to discuss the best course of action.
3. **Approval and Processing:** The university will process requests in accordance with SUNY guidelines and ensure that no penalties or undue burdens are placed on the student.
4. **By Default:** If the Office of Veteran and Military Services/Dean of Students does not receive notification of the **Notification:** Students must submit official mobilization documentation of their activation/return date to the student's return to the University within 30 days after mobilization, the Academic Standards Office, in consultation with the student, will reserve the right to withdraw or drop the student to avoid any hardships to the student (academic and financial).

Faculty Responsibility Regarding Accommodations

Faculty members are crucial in supporting deployed service members, helping them maintain their educational progress, and facilitating a smooth transition during and after deployment. To effectively serve this important community, the adoption of best practices for academic accommodations, which may include, but are not limited to:

1. **Course Completion Options** (examples include):
 - a. Students may work with faculty to complete coursework remotely with the same deadlines.
 - b. Students may work with faculty to submit coursework with flexible attendance and deadlines as agreed upon by the student and faculty member.
 - c. Students may work with faculty to complete coursework as an Independent Study.
 - d. Students may work with faculty to use the pass/fail grading option (as available).
 - e. **Online & Asynchronous Options:** Faculty could offer virtual or recorded lectures and alternative ways to complete coursework.

2. **Incomplete Grades:** With faculty approval, students may receive an "Incomplete" grade and complete coursework per university guidelines.
3. **If Completion is not possible:** The student, in collaboration with the faculty, may withdraw from the course or request a late drop. The student and/or faculty should consult with their Associate Dean or the Academic Standards office to complete the required petition.

Both the student and the faculty member must agree that the length of the absence is reasonable, given the type and structure of the course and a written plan detailing expectations for its successful completion.

Institutional Responsibilities:

The university must comply with federal laws, such as the Higher Education Relief Opportunities for Students (HEROES) Act, HR1412, and the SUNY Tuition and Fees policy.

1. **Course Withdrawal:** If the student elects to withdraw, they will receive a "W" on their academic transcript. The University will adhere to federal regulations regarding withdrawing service members from courses under the [Higher Education Relief Opportunities for Students Act of 2003](#) (HEROES Act of 2003). The University will note the reason for withdrawal as "Active-Duty Military."
 - a. This will not adversely affect the student's federal or State SAP compliance, per the provisions of the HEROES Act of 2003, which guarantees that their military status does not adversely impact service members receiving federal student aid.
2. **Drop of all courses:** If the student elects to exercise the drop option, **they** will be asked to return all refunds received from the University and may remain responsible for consumable charges (e.g., meals). At that point, the University will notify the appropriate funding agencies (e.g., federal- including GI BILL® funds, state, and any other financial institutions) of the student's status, and all monies will be returned accordingly.

Complying with State and Federal Regulations

1. Under the guidance of the [SUNY Tuition, Fees and Charges Policy](#), [SUNY's Billing, Refunds, Collection and Write-offs Policy for Tuition, Fees, and Other Charges](#), [Section 487b of the US Higher Education Act as amended in 2008](#), and Buffalo State University this policy ensures students shall not be penalized for class absences due to military obligations.
2. Students returning from military service will be granted priority re-enrollment and may resume their academic program without reapplying, provided they return within the timeframes set by federal regulations codified under [20 United States Code \(U.S.C.\) Section 1091c](#). Any student who failed to notify their institution may fulfill the notice requirement for readmission by providing official documentation that their absence was due to service in the military.
3. In a county, state, or federal emergency, the Vice President for Academic Affairs may inform the Office of Veteran and Military Services/ Dean of Students in writing that this policy applies to any military student responding to a call for voluntary or non-voluntary military service.