

### Students with Military Orders Mid-Semester – new policy

1. Student provides advisor and faculty a copy of military orders. Advisor shares orders with Asst. dean, director of student cohort and Associate Dean of program.
2. Advisor will serve as the case manager to assist student however student should talk 1:1 with each faculty member to understand the work involved in completing the class for that term. If the student is not passing the class then the student should complete paperwork for a WD/late WD before deadline posted on academic calendar on registrar office page.
3. Student meets with advisor to discuss options once meeting with each faculty members. Necessary paperwork will be completed (LOA, WD) and plan is developed and shared with faculty involved.

#### Example:

- a. Student plans to continue with NRSE XXXX and has developed a plan with instructor XXX
  - b. Student will WD from NRSE XXXX before deadline.
  - c. Student will take an “I” grade for NRSE XXXX as approved by instructor XXX and has developed a plan with instructor to complete.
4. Student will complete LOA paperwork to seek approval if planning to return within a year if not advisor will share how to return to the program, will depend on space, and follow the UAS Readmission Process and deadlines.
  5. Student will be made aware they can request a late WD to the Asst. Dean before the deadline

If student does not want to continue the term-

[Policy for Classifying Students In-State & Out-of -State for Paying College or University Fees & Tuition & for Admission Purposes](#)

Active-duty military personnel who begin working on a degree at ETSU while stationed in Tennessee or at Fort Campbell, Kentucky, and who are transferred or deployed prior to completing their degree, continue to completion without being required to pay out-of -state tuition, as long as he/she completes at least one (1) course for credit each twelve (12) month period after the transfer or deployment. Exceptions may be made in cases where the service member is deployed to an area of armed conflict for periods exceeding twelve (12) months

If the student is requesting a tuition refund:

Military deployment- Must provide an official copy of your military orders or a statement signed by your commanding officer.

[https://www.etsu.edu/bf/bursar/tuitioninfo/fee\\_adj\\_refund\\_policy.php](https://www.etsu.edu/bf/bursar/tuitioninfo/fee_adj_refund_policy.php)