

## **Military Activation Policy**

Wartburg Theological Seminary recognizes and appreciates the important contributions made in service of our country by men and women in the National Guard and Reserve forces. In support of these students, the seminary has developed procedures to provide each student with maximum flexibility in times of military activation.

***Please Note: The procedures outlined below do not apply to students who are fulfilling two-week annual training.*** Students who are called up for a short-term active duty mobilization (other than the two-week annual training) during the course of an academic term have the same options as those called up for longer duration active duty.

Guard and Reserve students who are called to active duty should submit a copy of their orders to the Registrar's Office, which will then be shared with the Department for Vocation and other seminary offices as needed. Arrangements for loan deferments and other issues cannot be completed until a copy of the orders are on file.

Students then have the following options, depending on when in the academic term the active duty begins and the expected duration of that duty:

1. Withdraw completely (100%) percent from courses in the affected term(s), with full refund of tuition and fees, and be placed on an administrative leave of absence for the academic term(s) affected by the duration of one's active service; or
2. Drop some courses (for which refunds will be provided) and make arrangements with faculty for incompletes or grades in the courses not dropped, still paying appropriate tuition and fees for those courses not dropped, during which time the student remains enrolled on active student status (either part-time or full-time as appropriate) for that academic term(s); and/or
3. If within the last two weeks of the semester and when passing grades can appropriately be awarded, receive grades for any or all courses not dropped.

Which option a student might choose depends on the point in the academic year when the student is called to active duty. Financial aid is refunded in accordance with existing Seminary and Federal policies for each of the above situations. Inquiries should be directed to the Financial Aid Office. A student who is called to active duty and is a recipient of a direct loan should contact his or her loan servicer.

In addition to the stated Wartburg Theological Seminary policy, there may be implications related to financial aid a student may have through the various federal programs. The rules on these are not necessarily within the control of this institution. Consultation with the Financial Aid Office is advised upon receipt of one's military orders.

(This policy was adapted from polices found at the University of Iowa and Iowa State University)

Adopted by the faculty on September 2, 2016