

**TEMPLE UNIVERSITY**  
**BOARD OF TRUSTEES**  
**POLICIES AND PROCEDURES MANUAL**

**Title:** Temple University Policy for Students Called to Military Service Obligation

**Policy Number:** 03.70.11

**Issuing Authority:** Office of the President

**Responsible Officer:** Provost

**Date Created:** September 20, 2001

**Date Last Amended/Reviewed:** May 2015

**Date Scheduled for Review:** December 2017

**Reviewing Office:** Undergraduate Studies

**Scope of Policy & Rationale**

Temple University is governed by federal and state law on the duties to and the rights of students who are members of the US Armed Forces, including the National Guard and the reserves, when they are temporarily unable to attend classes or have to suspend their studies due to service requirements. This policy is intended to conform fully to pertinent federal and state laws.

**Policy**

**I. Withdrawal from classes for a military service obligation:**

1. Students called to a military service obligation should contact the Office of the University Registrar, Second Floor, Conwell Hall. Each such student has the following options:
  - a. If prior to official drop/add deadline, drop classes and receive a full refund.
  - b. If after the official drop/add deadline, drop from classes and receive a full refund. A grade notation of “M” will be applied to each course to indicate drop due to military obligation.
  - c. Receive an “Incomplete (I)” if eligible according to university policy. If the student chooses this option, then if the student is not able to fulfill the course completion requirement(s), regardless of the circumstances, the student cannot later choose option (a) above. (See Incomplete Coursework, Policy 02.10.13)

2. Students should provide advance written notice with supporting documents of their military service obligation to the Office of the University Registrar.
  - a. If unable to provide advance notice of the military service due to military necessity, students will submit at the time of reenrollment an attestation that the student performed service in the uniformed services that necessitated the student's absence from the institution.

## II. Reenrollment for service members after a military service obligation:

1. Students will be promptly reenrolled with the same academic status<sup>1</sup> when last in attendance or last admitted, subject to paragraphs 2 and 3 below. Temple will make reasonable efforts<sup>2</sup> at no extra cost to the students to help them become prepared or to enable the student to complete their program. However, if it is determined after reasonable efforts, that any such student is unable to complete their program or that there are no reasonable efforts that can be taken to prepare the student to resume the program at the point where he or she left off or to enable the student to complete the program, Temple is not required to readmit the student on his or her return.
2. Students will be promptly reenrolled if the cumulative length of the absence and of all previous absences by reason of service in the uniformed services does not exceed five years. Students whose previous absences cumulatively exceed five years are subject to the established reenrollment policy and procedures.
3. Students who seek reenrollment will provide to Temple documentation to establish that the student has not exceeded the service limitation of total cumulative absence of five years.

## III. Additional Services

Graduate students may have special problems resulting from a military service obligation, such as a maximum number of years permitted to complete a particular academic program. Graduate students who need an extension or adjustment to their programs due to military service obligations should contact the Graduate School, Fifth Floor, Carnell Hall.

Veterans' tuition benefits at Temple are administered by the Office of the University Registrar.

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<sup>1</sup> "Academic status" is defined by the Code of Federal Regulations, 34 CFR 668.18, et seq.

<sup>2</sup> "Reasonable efforts" is defined by the Code of Federal Regulations, 34 CFR 668.18 et seq.

## Notes

### 1. Dates of official enactment and amendments:

Amended by the President on September 20, 2001. First effective Fall 2001

Amended by the President on May 2015. First effective December 3, 2014.

### 2. History:

Supersedes:

Presidential Policy Statement No. I-23, Temple University Policy for Students Called to Active Military Service.

Supersedes previous version designated as Presidential Policy 03.70.11, Temple University Policy for Students Called to Military Action.

The December 2014 amendment aligns Temple's policy with requirements of the Department of Defense Readmission policies and Department of Education requirements for returning Service members (ED (34 C.F.R. 668.8 and 668.18 respectively).

### 3. Cross References:

Presidential Policy Statement #04.14.11, Employment & Reemployment Rights of Temple University Employees Who Serve on Active Military Duty

Presidential Policy Statement #02.10.16, Leave of Absence (Undergraduate)

Incomplete Coursework Policy #02.10.13