



What to do When Called for Active Military Duty

For students whose US military unit is called into active duty and who need to withdraw from the University as a result:

- If the student is a matriculated student he/she should contact the **Office for Undergraduate Education, Lecture Center 30**, in person or in writing to withdraw from the University. Students should have written verification of their military orders. **Our policy remains that students who have been called to active military duty will be relieved of all tuition and associated fees, once they verify through the Office for Undergraduate Education that they have been ordered to full-time active duty.**
- If the student is non-matriculated, he/she should contact the **Office of General Studies** located at **Social Science 110** or call them at **442-5140**.

A. Questions related to Student Financial Aid: Students who are called into active military service may have questions about student financial aid. Since these students have only a limited amount of time between notification that they are being called to active duty and their report dates, the Student Financial Aid Office has designated **Joel Davis** to insure these students have the opportunity to address concerns about financial aid. The concerns addressed may include questions about financial aid currently being received and concerns about applications for financial aid upon return from active military service. **You can reach him at 442-3232.**

B. Questions about Withdrawing from the University: The Office of Withdrawal and Readmission is available to answer questions students may have concerning academic status at the University and re-enrollment after return from active military service. The office has designated **Ms. Sheila Daubney** to answer questions; she can be reached at **442-5821**.

C. Questions related to Tuition Liability and Reimbursement: All students who are called into full-time active military duty prior to the last day of classes for the semester and who do not receive academic credit for the semester and have paid their semester charges are eligible for tuition reimbursement. The individuals designated to answer questions regarding credit for tuition and fees are **Mr. Joel Davis** or **Mr. Scott Powers** at the **Office of Student Financial Services**. They can be reached at **442-3232**.

D. Questions related to housing: Students living at the University in the residence halls or apartments, who are in reserve units and are called into active

duty need to contact **Ms. Carol Perrin** to receive assistance and **prorated refunds for time spent in housing**. You can reach her at **442-5875**. The Office of Residential Life processes these requests. Questions related to Meal Plans and/or Podium accounts can be directed to the SUNY Card Office at **442-5989**. Please feel free to visit their web page at <http://www.albany.edu/uas/>

E. Questions related to Student Accounts: Students who have questions concerning the current status of their account and the effect a military withdrawal will have on it should contact the **Office of Student Financial Services at 442-3232 and ask for Mr. Joel Davis or Mr. Scott Powers**. The Office of Student Financial Services can also assist students who are currently receiving federally guaranteed student loans; SEOG, PELL, or Perkins.

F. Questions related to the Bookstore: Students should contact **a manager on duty at 442-5688**.

G. Questions related to VA Benefits: Students who are called to active military duty will receive VA benefits until the day that they are withdrawn from the University. They can email UAVeteran@albany.edu for any questions or concerns. Students can also stop by CCB26 and ask for Livia DaSilva for assistance.

H. Questions related to the University Counseling Center: The University Counseling Center provides psychological services, which include counseling, crisis intervention and consultation. Services are available to all students and consultations services are available to family members as well. **For more information and/or an appointment call 442-5800. You may also email the Center with questions or concerns at consultation@albany.edu.**

I. Questions concerning courses/grades: Students can withdraw from all courses and secure a “W” for all of their grades.

PROCEDURES FOR STUDENTS WHOSE MILITARY RESERVE UNIT IS ACTIVATED TOWARDS THE END OF THE SEMESTER

Students who may need to withdraw for active duty should plan for the possibility that they will have to leave the University prior to completing the academic term. Most often, the student will need to withdraw from the university and get all “W” grades; however, an exception for the need to withdraw may occur if the call to active duty occurs near the **end of the academic term** when the student has completed all or most course requirements. In such situations, students should consult with their instructors to negotiate a grade. At that time an instructor can opt to give the student a grade on the work that has been completed thus far or an “I” so the student can complete the course at a later time. It is up to each instructor to assign a letter grade or an “I.”

If an “I” is assigned, both the student and the instructor should clearly discuss the conditions for completing the course. Again, it will be up to the discretion of the instructor to opt to give a letter grade.

Students will be responsible for all tuition and fees for any course in which they receive an “I” or a final grade. Charges for those courses will not be adjusted as a result of the military withdrawal.

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