

**Section:** Academic Administration

**Section Number:** 2.9.1

**Subject:** Military Deployment

**Date of Present Issue:** 04/01/12

**Date of Previous Issues:**  
N/A

**POLICY:**

This policy applies to a student withdrawing from Lake Superior State University due to:

Federal military obligations - being called into military active duty in response to a war or national emergency declared by the President of the United States or Congress (whether active duty, reserve, or Guard) or

State military obligations – a student who is in the Michigan Army National Guard or Michigan Air National Guard, being called to duty under State Call Up by the Governor for State emergencies.

They may contact the Registrar to determine satisfactory arrangements for withdrawal.

<b>Who</b>	<b>Does What</b>
Student	Request a copy of their Deployment (Title 10) Orders from their commanding officer for submission to the University or State Call Up (Title 32) Orders.
	Contact the Registrar and present a copy of the Deployment (Title 10) Orders or State Call Up (Title 32) Orders for evaluation. The orders may be delivered to the Registrar, by fax, mail, scanned and emailed, or in person.
	If the student decides to complete their classes, they must work within the constraints of LSSU's Incomplete Policy and make arrangements with individual instructors for completion of their classes.
	If withdrawing from the University, complete a Withdrawal Form with the Registrar's Office.
	If applicable, contact the University's Financial Aid Office and/or Student Loan Officer in the Business Office to receive instructions on completing their exit counseling.
	Contact LSSU's VA Certifying Official.
Registrar	Discuss viable options for withdrawal or completion of their classes. This will be done on a case-by-case basis following the Withdrawal and/or Incomplete Policies. Review file for an extension of time. The University may grant an extension of time to complete courses in which incompletes were granted if mobilization conditions prohibit the student from completing the courses within the normal one semester time frame. However, an extension beyond one full semester following the expiration of mobilization orders as shown on the student's DD214 will not be granted.
	When Title 10 orders or Title 32 Orders are received, a copy will be given to the Financial Aid Office and the Business Office with the original copy to be kept by the VA Certifying Official and placed in the student's VA file.
Financial Aid/Student Loan Officer	Provide instruction to the student with regards to their obligations for any outstanding loans, e.g. Exit Counseling, forbearance, deferments, etc.

Students withdrawing to attend military training, enlist, or volunteer for military service during the semester must follow Lake Superior State University's regular withdrawal policy.

REVISION HISTORY:

Revision Date	Revision Summary	Revision Made By	Title/Dept.
NEW 4/1/12		Nancy Neve	Registrar's Office