

Christopher Newport University

Policy: Student Military Activation – Withdrawal and Return or Readmission for Students in “Uniformed Services”

Policy Number: 9010

Executive Oversight:	Vice President for Enrollment, Student Success and Institutional Effectiveness
Contact Office:	Registrar’s Office and Business Office
Frequency of Review:	Biennially
Date of Last Revision:	March 2025

A. PURPOSE

This policy ensures the application of uniform criteria in providing for tuition relief and refunds, and for reinstatement of students whose service in the uniformed services has required their sudden withdrawal or prolonged absence from their enrollment at Christopher Newport University.

B. POLICY STATEMENT

Christopher Newport University provides students who are considered to be in “uniformed services” with several exceptions to normal policies in cases where the student must discontinue enrollment as a result of military deployment, mobilization, or change in duty assignment.

C. PROCEDURES

Students who are considered to be in “uniformed services” and are called to active duty, via official military orders, should contact the Office of the Registrar for guidance with the withdrawal process. In all cases, students will be required to provide a copy of official military orders as documentation of the activation, deployment, mobilization, or change in duty assignment.

1. Tuition, Mandatory Fees, and Room and Board Charges

Students who are in military service and withdraw from all courses in a given term as a result of military deployment, mobilization, activation, or change in duty assignment will receive a partial or full refund of all tuition and fees and may receive prorated refunds for dining and/or housing contracts.

Students who elect to receive grade(s) of 'Incomplete' for a period of deployment will not receive a refund of tuition and fees. A prorated refund for dining and/or housing contracts may apply.

Any payments received for future semesters/terms will be refunded.

Deposition of refunds when financial aid funds are involved will be governed by the institutional, state, and/or federal regulations applicable to the specific program.

2. Various Deposits (Tuition and Fees, Room/Board, and/or Study Abroad Program Fees)

If the student has already made deposits with the intent of securing facilities or services for a future semester/term, the deposit will be refunded in full with the exception of Study Abroad program deposits. Deposits made for Study Abroad program fees which the University has already committed and which are non-refundable to the University are exempt from this refund policy.

3. Textbooks

The University utilizes a third-party retailer to provide textbooks. Any refunds will be subject to the policies and procedures of the third-party retailer.

4. Academic Credit

- a. First Week of Semester:** If the student leaves the University during the first week of the semester, the student shall be dropped from all courses. There will be no notation of enrollment and/or grades on the student's official academic transcript.
- b. Receipt of 'Incomplete' Grades:** Upon providing copies of official military orders, students may contact his or her instructors to negotiate receipt of 'Incomplete' grades for that semester/term. The student will be subject to the University's policies regarding 'Incomplete' grades. The student will also be required to complete all remaining course work for each course according to the policies governing 'Incomplete' grades. Should military commitments prevent the student from fulfilling the requirements for the conversion of an 'Incomplete' grade, in one or more courses, to a standard grade ('A-F' or 'P'), the student may request that the grade of 'W' replace the 'Incomplete' grade.
- c. Military Withdrawal:** If the student leaves after the first week of the semester/term but elects to withdraw, the student may apply for a Military Withdrawal by completing the 'Withdrawal from Semester' form and submitting it to the Office of the Registrar with a copy of his/her official orders calling the student to active duty. Students with an approved military withdrawal will receive grades of 'M' in all courses for the current semester with a notation of 'Military Withdrawal' on the official academic transcript. Grades of 'M' are not computed in any grade point average and no credit is awarded for courses with grades of 'M.'

5. Admission, Readmission, or Returning to Christopher Newport University

Students who withdraw from the University as a result of military deployment, mobilization, activation, or change in duty station are entitled to return without requalification for admission provided that the student (1) returns after a cumulative absence of five years or less, and (2) notifies the Office of the Registrar of their intent to return to the University within one (1) year of completion of their military service obligation. The student must provide a copy of the military orders to the Office of the Registrar to substantiate the end of duty date. Upon readmission, the student must meet with an advisor or enrollment specialist to determine the courses to take to minimize the length of time needed to complete the degree, including any academic appeals necessary to reduce time to degree.

D. DEFINITIONS

Reinstatement: The readmission and re-enrollment of a student whose service in the uniformed services has caused their sudden withdrawal or prolonged absence from enrollment.

Service in the Uniformed Services: Service, whether voluntary or involuntary, on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, for a period of more than 30 days under call or order to active duty of more than 30 days.

Sudden Withdrawal: Leaving an institution after a semester has begun or after the tuition and required fees for a term have already been billed to or paid by the student.

Uniformed Services: Persons who are on active duty in any branch of the Armed Forces, Reserves, or National Guard, the commissioned corps of the National Oceanic and Atmospheric Administration, and the commissioned corps of the Public Health Services.

E. REFERENCES

Code of Virginia §23.1-207

[SCHEV Guidelines 9/21/10](#)

F. APPROVAL AND REVISIONS

Approved By: Board of Visitors, June 17, 2011

Revision 1: Policy Committee, October 12, 2017

Revision 2: Policy Committee, October 23, 2019

Revision 3: Policy Committee, April 29, 2025

G. NEXT REVIEW DATE: Spring 2027