

### **Policies for Reserve/National Guard students and students on IRR (Inactive Ready Reserve):**

The University of Massachusetts Boston strongly supports our students who are members of the military reserves and/or the National Guard who are called to active duty. The following policy is provided in order to facilitate our students fulfilling their military responsibilities.

- Any student called to active duty may:
  1. “drop” all courses and receive a full refund of tuition and fees anytime during the semester through the end of final examinations.
    - a. Students receiving financial aid will be subject to the refund policies of the agencies sponsoring the aid.
    - b. The request to “drop” courses needs to be made within one week of being called to active duty and may be made by either the student or other responsible party who has the student's military information.
  2. receive an incomplete grade in the courses taken when a portion of the assigned or required class work, or the final examination, has not been completed.
    - a. It is the student's responsibility to put arrangements made with faculty member(s) in writing that detail guidelines for making up incompletes through the “Grade Incomplete” form, available from the appropriate departmental offices. However, the time spent serving on active duty will not count against that one-year window to complete the course as stated in the Policy and Procedures for the Incomplete (INC) Grade in Undergraduate Courses.
    - b. Moreover, additional time may be allotted for the student, with the appropriate documentation, to complete work for a course based on the student's individual needs (e.g., if the student suffered any sort of trauma or other circumstances that may make completing coursework more difficult).
    - c. Requests made by students to receive an incomplete should be done in an expeditious manner; however, given the demands of pre-mobilization obligations the student will likely have, requests to receive an incomplete may be made from mobilization stations or, if need be, from wherever the students is sent for his or her tour of duty.
- Students who wish to withdraw/drop from courses or receive an incomplete as a result of being called to active duty must provide a copy of their orders to the Office of the Registrar along with a signed note asking to be withdrawn. These materials may be delivered in person, through the mail, emailed through the student's UMass Boston email account or by fax to the Office of the Registrar. The Office of the Registrar will notify the student's instructors, the student's college, and other appropriate campus offices. Students or other responsible parties may wish to call the Office of the Registrar first to begin the withdrawal process, with the understanding that a copy of the orders needs to be forthcoming.

### **Policies for Weekend Drills:**

Students who are required to participate in weekly or monthly meetings, weekend drills, annual trainings, military schooling or another training or official military event as a member of the National Guard, Reserves or, as a member of the Inactive Ready Reserve, will be excused from class.

- The student must provide a copy of his/her orders or a letter from a unit commander or a readiness/full-time staff Non-Commissioned Officer (NCO).
- If a student seeks to be excused from class while at drill, on orders, etc., the student is required to contact the faculty member about making up missed work. The faculty member is responsible for giving the student a reasonable extension for making up missed work. A one-day extension per day of class excused is recommended.