

MILITARY AND VETERAN OBLIGATION POLICY

University Policy Statement

Eastern Michigan University (EMU) is a military friendly institution and appreciates the important contributions of our students who have served, and continue to serve, in the United States Armed Forces to include active duty, National Guard, and reserves. We will make every effort to support those students who must be absent, withdraw and/or drop from classes due to military obligations. The purpose of this policy is to ensure that military and veteran students are not penalized for absences, withdrawals and/or drops due to military obligations.

University Practice

There are times when military students are ordered to serve military obligations while enrolled at Eastern Michigan University. In these cases, students must give immediate attention to a number of academic, financial, and other concerns prior to departure.

In cases of absence due to military obligations, a student must contact [EMU Military and Veterans Services](#) immediately, even if the exact date of departure and absence is yet to be determined. Military and Veteran Services will work with the student to initiate service-related departure and semester out-processing. Adherence to this process is very important to ensure that students may continue to be successful upon their return to Eastern Michigan University.

All academic decisions made under this policy will depend upon your school or college, academic instructors, and a *Military and Veteran Obligation Verification Letter* from [EMU Military and Veteran Services](#).

Military and Veteran Absence/Withdrawal/Drop Options Available to Students:

- If both the student and instructor agree that successful completion of coursework will occur prior to the final day of the course with agreed upon academic accommodations, a student must file a [Military and Veteran Obligation Form](#). This form details expectations for completion of coursework, the agreed upon academic accommodations and related timelines for completion. This form must be completed by an instructor detailing the accommodations being granted and then the form is returned to the department/school office. The department head/school director will keep a copy on file, return a copy to the instructor, and give or send a copy to the student. If not completed by final day of class, the [Military and Veteran Obligation Form](#) will become void.
- If a student has completed 50% of the coursework in their class, has a “C” grade or better (B or better for a graduate course), and is unable to complete the coursework prior to the final day of the class, a student may request an Incomplete from the instructor. If both the student and instructor agree that the length of absence is reasonable given the type and structure of the course, they will complete an [Incomplete Conversion Form](#). This form must be completed by an instructor assigning an “I” grade to a student and details expectations for successful completion of coursework. The form is then returned to the

department/school office. The department head/school director will keep a copy on file, return a copy to the instructor, and give or send a copy to the student. Students who are utilizing VA Educational benefits must contact [EMU Military and Veteran Services](#) to adjust or amend their semester enrollment certification as needed.

- A student may choose to drop or withdraw from an individual and/or all courses if they are not able to satisfy the Military Obligation or Incomplete options above. In these cases, students must follow the [University Late Withdrawal/Tuition Appeal](#) process. Students who are utilizing VA Educational benefits must contact [EMU Military and Veteran Services](#) to adjust or amend their semester enrollment certification as needed.

Scope of Policy Coverage

This policy applies to all Eastern Michigan University military and veteran registered students who are under military obligations while enrolled as a student.