



UNDERSTANDING YOUR ACADEMIC RIGHTS

Are you currently in school?

NO

Disregard this sheet

YES

WV law provides certain protections for students and includes provisions on what a school must consider when a Soldier is deploying during an academic term.

Read below to see what you should do after finding out you are deploying.

Take the following steps

1

Talk to your professors, advisor, or military point of contact about your best options.

A list of the "Military/Veteran Point of Contact" for public colleges and universities in WV is available at: <https://inquiry.vba.va.gov/weampub/searchInst.do#content-area>.

2

Decide if you can balance military training with school, and choose to:

Finish

or

Request a Leave of Absence

get Tuition **CREDIT / REFUND**

take a **LEAVE OF ABSENCE**

If you experience an unexpected militarily related activation, you can choose to withdraw from classes and elect to receive up to a 100% refund of tuition and fee charges you paid for the academic year. NOTE: Each school's policy varies. In some instances, you can only get a full refund if you withdraw BEFORE the school's full refund withdraw date.

If you have completed less than 75% of the term, you can request a leave of absence or incomplete, and return with no academic penalties. Each institution has its own policy to handle coursework interrupted by military service that you will need to discuss with your school. DISCUSS a plan with your school and complete all documentation prior to your absence.

3

KNOW YOUR RIGHTS

You are authorized military leave of absence from your institute of higher education while serving on active duty dependent upon school policy. You must provide a dated copy of official orders to your institution.

The institution shall restore you to the educational status that you had attained prior to being called to active duty without loss of academic credits earned, scholarships or grants awarded, or tuition and other fees paid prior to the commencement of active duty, subject to whether you received a tuition credit or a tuition refund.

If you encounter problems or resistance from your school, you should work first with your school ombudsman, the Military/Veteran Point of Contact, or their VA certifying official. ESGR can also provide assistance if necessary. But let your leadership know so they can help you or contact the WVNG Education Services Office at 304-561-6361.