



# R803, Students and Employees Called to Active Military Service

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## R803, Students and Employees Called to Active Military Service

**R803-1 Purpose:** To provide for nondiscriminatory treatment of students and employees who are called to active duty military service.

### R803-2 References

**2.1** [38 U.S.C. §§ 4301-4305](#) (The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA))

**2.2** Policy and Procedures [R821](#), Guidelines for Non-Faculty Staff Employment Grievances Policy

### R803-3 Policy

**3.1 Students Called to Active Military Status:** Current students called to active military duty shall have the following treatment:

**3.1.1 Alternatives for Coursework, Tuition and Fees:** The student shall be allowed to drop his or her courses and receive a full refund of tuition and fees. In some cases the student may request and the faculty member may permit the student to take a final exam early and complete the course, or the faculty member may offer an incomplete grade designation to the student with an opportunity to complete the course later, or another mutually agreeable equitable solution in conformance with the Board and institutional policies.

**3.1.2 Residence Halls:** A student who lives in institutional residence halls shall be excused from his or her room and board contracts and receive a pro-rated refund of amounts paid.

**3.2 Employees Called to Active Military Status:** The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) is intended to minimize the disadvantages to an individual that occur when that person needs to be absent from his or her civilian employment to serve in the country's uniformed services. USERRA potentially covers every individual in the country who serves in or has served in the uniformed services and applies to all employers in the

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