

Procedure 5.12.1 Military Service and Disabled Veterans

System Procedures
Chapter 5 - Administration

for [Board Policy 5.12](#)

~~Part 1. Authority. Board Policy 5.12, Tuition and Fee Due Dates, Refunds, Withdrawals, and Waivers, requires colleges and universities to develop guidelines to implement this policy.~~

Commented [HA1]: The style guide states that an authority section is only necessary if the authority is not stipulated in Board Policy 1A.1.

Part 2.1. Purpose

To provide consistent ~~guidelines~~ guidance for students within the Minnesota State College and University System who are called to active duty ~~with the~~ for military service ~~and or are~~ veterans, as defined in Minnesota statute section §197.447, ~~who have a service-connected disability as certified by the United States Department of Veterans Affairs, who are students and whose service-connected medical condition or medical treatment requirements reasonably prevent the person's attendance at or progress in part or all of the person's higher educational training or studies at any given time. The terms "medical condition" and "medical treatment requirements" must be broadly construed and without regard for whether or not they relate directly to the person's service-connected disability.~~

Part 2. Applicability

This procedure is applicable to students who are called to active duty for military service ~~and or~~ and veterans with a service-connected disability certified by the United States Department of Veterans Affairs, and their service-connected medical condition or medical treatment requirements prevent their attendance at or progress in their higher education training or studies. ~~The terms "medical condition" and "medical treatment requirements" must be broadly construed and without regard for whether or not they relate directly to the student's service-connected disability.~~

Part 3. Student Options for Course Interruption by Active Duty, Medical Conditions or Medical Treatment

~~Subpart A.~~ Students who are members of any branch of the U.S. military and who are unable to complete a semester due to ~~having been being~~ being called to active duty ~~and or are~~ and veterans with a service-connected disability ~~as described in Part 2 of this procedure, shall must~~ shall to the extent possible be provided one of the following options.

Option 1. Withdraw and Refund.

The student may withdraw from one or more courses for which tuition and fees have been paid ~~that are attributable to the courses~~ and be given a full refund of ~~that~~ tuition and fees. The ~~tuition and fees refund~~ refund must be credited to the ~~person's~~ student's accounts at the college or university postsecondary institution. Any refunds are subject to the requirements of the state or federal financial aid programs of origination.

33 Students receiving financial aid who choose this option ~~should~~must be ~~informed~~made aware
34 that they may be liable for any required refunds of state or federal financial aid funds. In such
35 a case, the student must not receive credit for the courses and must not receive a failing
36 grade, an incomplete, or other negative annotation on the student's record, ~~and the s~~The
37 Sstudent's grade point average must not be altered or affected in any manner because of
38 action under this item.

39 Option 2. Delay Completion.

40 The student may be given a grade of incomplete in a course and complete it upon release
41 from active duty or upon completion of medical treatment, or upon sufficient medical
42 recovery. Course completion may be accomplished by independent study or by retaking the
43 course without payment of tuition. Under federal financial aid policies, a course that is
44 retaken under these conditions this way may not cannot be counted toward a student's
45 enrollment load.

46 Option 3. Complete the Course.

47 The student may continue and complete ~~the~~their course for full credit. Class sessions missed
48 by the student ~~misses~~ due to performance of active military service or ~~due to the~~ veterans'
49 person's medical treatment or ~~medical~~ condition, must be counted as excused absences and
50 ~~must not cannot~~ be used ~~in any way~~ to adversely impact ~~the student's~~their grade or standing
51 in the class. ~~However, A~~ any student who selects this option is not, ~~however,~~ automatically
52 excused from completing assignments due during the time period when the student is
53 performing active military service or receiving medical treatment or recovering from a
54 medical condition.

55 A letter grade or a grade of pass must be awarded ~~only~~ if, in the opinion of the faculty
56 member teaching the course, the student has completed sufficient work and has demonstrated
57 sufficient progress toward meeting course requirements to justify the grade. If in the
58 instructor's judgment the student has completed sufficient course work to earn a grade of C or
59 better, the student may be given credit for completion of ~~a~~the course.

60 Subpart B-Part 4. Refunds

61 Military Service members or veterans with a service connected ~~disability~~ are covered by this
62 ~~procedure shall be~~ eligible to receive a refund ~~of amounts paid for~~ paid room, board, and fees
63 attributable to the time period during which the student was serving in active military service or
64 receiving medical treatment or dealing with the ~~student's~~ person's medical condition and did not
65 use the facilities or services for which the amounts were paid. Any refund of room, board, and
66 fees is subject to the requirements of the state or federal financial aid programs of origination.

67 Subpart C-Part 5. Withdrawal and Readmission

68 ~~If the student~~ Students who chooses to withdraw, ~~the student shall~~ must be readmitted and
69 reenrolled as ~~a student~~ at the ~~college and university~~ postsecondary education institution, without
70 penalty or redetermination of admission eligibility, within two years following release from the
71 state or federal active military service or following completion of medical treatment or sufficient
72 recovery from ~~the person's~~their medical condition.

74 **Related Documents:**

- 75 • [Policy 5.12](#) Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers
- 76 • [Procedure 5.12.2](#) Tuition Waivers and Deferrals
- 77 • [Procedure 5.12.3](#) Payment Related Dates and Registration Cancellation
- 78 • [Procedure 5.12.4](#) Refund of Tuition and Fees
- 79 • [Procedure 5.12.5](#) Payment Plans

80 To view any of the following related statutes, go to the Revisor's Web site
81 (<http://www.revisor.leg.state.mn.us/>). You can conduct a search from this site by typing in the
82 statute number.

- 83 • Minnesota Statute Chapter 192.502, Protections
- 84 • Minnesota Statute Chapter 197.447, Veteran, Defined

85 **Procedure History:**

86 *Date of Adoption: 5/07/99,*

87 *Date of Implementation: 5/07/99*

88 *Date & Subject of Amendments:*

89 *4/05/10 - Clarified requirements and language expanded to match the updated statute for*
90 *this benefit; revised wording to match statute for words such as Military Service and*
91 *Disabled Veterans both in the title of this procedure and within the text as needed; and all*
92 *links were checked and updated.*

93 *06/21/00 - Moved language formerly in system procedure 5.8.1.*