

## VETERANS INFORMATION

### Leave of Absence from Western Connecticut State University due to U.S. military deployment

Students who plan to withdraw due to deployment for U.S. Military services for a period of no more than one year (i.e., two academic semesters) may apply for a leave of absence. A Leave of Absence will allow a student to stop out of the university for up to two academic semesters and maintain their continuing student status. Continuing status includes the maintenance of catalog requirements for graduation. Students absent for a semester without an approved leave of absence, and those who attend another institution for a semester must apply for readmission should they wish to return to WCSU. Information regarding the Leave of Absence procedures is available from your School Dean. If you plan on returning to WCSU please notify the Dean of your major by completing the Leave of Absence form and submitting it. Attached is the link <http://www.wcsu.edu/asb/forms/Leave-of-Absence-9-28-2010.pdf> .

1. Complete a Leave of Absence form which is available in the appropriate Dean's office or you may download and forward to your Dean's Office. **A copy of your deployment orders must be submitted with this form.**
  - a. Ansell School of Business, Westside, Room 374, (203) 837-8521
  - b. Arts & Sciences, Warner Hall, Room 300, (203) 837-9401
  - c. Professional Studies, White Hall, Room 123, (203) 837-8576
  - d. Visual & Performing Arts, Higgins Annex, Room 105A, (203) 837-3222
2. Notify Student Financial Services/Veteran Affairs of your deployment, Old Main Room 102 (203) 837-8860.
3. Only if a student is withdrawing and taking a leave of absence due to their deployment during an active semester will their tuition and fees be refunded. A copy of the deployment papers must be submitted to the Cashier's Office for this request to be processed.

### Withdrawal from Western Connecticut State University due to U.S. Military deployment

Students who find it necessary to withdraw from any academic term due to Military deployment are required to follow the university's official withdrawal procedures. Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information regarding withdrawal procedures is available from your School Dean. If you do not plan to attend WCSU please notify the Dean of your major by completing the Withdrawal form and submitting it. Attached is the link <http://www.wcsu.edu/asb/forms/Leave-of-Absence-9-28-2010.pdf> .

4. Completing the Withdrawal form which is available in the appropriate Dean's office or you may download and forward to your Dean's Office. **A copy of your deployment orders must be submitted with this form.**
  - a. Ansell School of Business, Westside, Room 374, (203) 837-8521
  - b. Arts & Sciences, Warner Hall, Room 300, (203) 837-9401
  - c. Professional Studies, White Hall, Room 123, (203) 837-8576
  - d. Visual & Performing Arts, Higgins Annex, Room 105A, (203) 837-3222
5. Notify Student Financial Services/Veteran Affairs of your deployment, Old Main Room 102 (203) 837-8810.
6. Only if a student is withdrawing and taking a leave of absence due to their deployment during an active semester will their tuition and fees be refunded. A copy of the deployment papers must be submitted to the Cashier's Office for this request to be processed.

### Military Credit

Western Connecticut State University is conservative in awarding credit for learning experiences at military schools. In order for credit to be granted, the material covered in the school must be like the material taught in a course at WCSU. Official documentation of military experience must be submitted to the Registrar's Office for evaluation. We will accept official copies of the AARTS or the SMART Transcripts as these are the only military documents that Western accepts as the equivalent of an official transcript.

The Registrar's Office will transfer in all courses that are similar in content to Western courses as Free Electives with some limitations; a maximum of 60 credits will transfer in on the Associate level and 90 credits for Baccalaureate level. No credit is awarded for schools that are specific to military activities or for Military Occupational Specialty (MOS). Credit for military experience will be evaluated according to the American Council on Education guidelines.

If a student is denied credit for a particular course(s) or feels the course has an exact equivalency, the student may petition the Department Chair, the student may want to

provide additional information to support their case. If requested by the student, the Registrar or the Assistant Degree Auditor will make themselves available to assist the student in explaining the ACE credit recommendations while the student explains in detail the coursework completed.

#### Disclaimer

The above is a general resolution of the policies of Western Connecticut State University. Each situation is looked at on a case by case basis.