

# Readmission of Service Members

## Scope and Purpose:

Harvard Extension School (HES), in compliance with federal regulations, endeavors to promptly readmit any Service Member Student (SMS) who is an active degree candidate, in good standing and making adequate progress toward timely degree completion, who is disrupted from academic pursuit for greater than one semester (120 days) due to service in the uniformed services.

## Eligibility for Readmission of Service Members Policy:

To minimize the disruption to the lives of SMS, HES supports the return of SMS to their degree pursuits without penalty for extended absence due to service obligations. SMS are eligible for readmission to the degree program as follows:

- SMS must encounter military service obligation, voluntary or mandatory, that removes them from their academic pursuits for more than one academic term (120 days).
- SMS must proactively notify their academic advising team, providing documentation to support the change in service and / or the expected absence or disruption due to military obligation.
  - SMS are responsible for notifying their academic advisor of known change in service disruption as soon as possible but no later than 20 days from anticipated absence.
  - Consideration will be granted for retroactive review after SMS return from their service when proactive notification was not possible due to military necessity.
- The cumulative length of SMS absence from HES due to service obligation does not exceed 5 years.
- SMS are responsible for providing Notification of Intent to Return as soon as possible, but within no more than 3 years of service obligation completion.

SMS forfeit their eligibility for Readmission of Service Members in the event of dishonorable or bad conduct discharge, general court-martial, federal or state prison sentence, or other reasons as outlined in 34 CFR 668.18(h).

### *HES admission policies, clarification for HES options:*

HES offers numerous options to support SMS encountering absence from academic pursuits for any amount of time. Support may be offered through alternate or collaborative to ensure the full available support in both current course registration as well as degree program pursuits. HES degree candidates do not ordinarily encounter disruptions to their degree pursuit due to a one-semester hiatus whether proactively identified or taken without reporting the absence. In these instances, students may work proactively with their academic advisors if a known absence for more than one academic term is pending. Other options for support, such as the Financial and Registration Appeal process, may be pursued independent of or in conjunction with academic advising support to ensure timely completion to degree is not disrupted by military service obligations.

### *Related Policies to Support Service Members*

The unique structure of HES degree programs and open-enrollment model for all students allows flexibility to support SMS who may need to take a short leave due to military obligations. The following support options are available should SMS encounter a short-term disruption and miss up to one semester (120 days) due to active service. Students may choose to engage with these options at any point during their enrollment with HES, even if encountering disruptions longer than one semester (120 days).

Short-term support options may include:

1. **Financial and Registration Appeal (FR appeal):** Students may request a retroactive change in current course registration status from Registered to Dropped (with a tuition refund) due to change in military obligation during a current term. SMS who encounters disruptions less than one semester in length (120 days) may pursue this option to drop a course without penalty when unable to continue due to upcoming military obligations.
2. **Predegree Admission and Advising Office Petition (OPAA Petition):** If SMS encounter disruptions during their attempt to complete degree program courses toward admission so that a timely submission of their application for admission isn't possible, they may request advising support from this office. SMS must have been actively pursuing admission requirements and continuously enrolled prior to the military-related absence to be eligible to request a short-term extension and will be required to provide appropriate documentation detailing the anticipated leave due to military obligation.
3. **Petition to extend Degree Candidacy (Academic Advising):** Matriculated ALM degree candidates in good standing who encounter disruptions due to military service may request, without penalty, a one-term extension to their degree completion date. SMS must be active students in good academic standing and provide relevant documentation of service disruption to be eligible for this short-term degree candidacy exception.

## Notification of Intent to Return

SMS must give notice of intent to return to degree program pursuit within three years of the service period completion. On notification of intent to return, SMS shall engage with their academic advisor on a best course of action to reintegrate promptly to the degree program and their previous academic status. SMS should plan to provide documentation noting end of military obligation and / or release to educational pursuits from appropriate military official when notifying HES of their intent to return.

SMS will be able to register for courses prior to Notification of Intent to return under HES registration policies; however, notification of an intent to return is necessary to ensure that any registration restrictions or degree program benefits are reinstated and available to the student promptly and per their academic status at the point of their intended return. In addition, Notification of Intent shall also initiate academic advising and SMS correspondence on appropriate course registration for degree advancement.

### *Readmission Requirements:*

SMS returning to their degree program pursuits will be eligible to enroll in classes, barring any personal registration hold or restriction, immediately and at their discretion. HES does not restrict enrollment or

limit enrollment to degree matriculated students. SMS should plan to complete pre-registration prior to their intended term of registration to activate their student status and allow for registration to occur when open for all students. SMS should inform their Academic Advisor of their Notification of Intent to Return prior to completing pre-registration so they can best plan their re-admission to the degree program.

Upon Notification of Intent to return, SMS and academic advisor will work cooperatively to ensure SMS is fully prepared to re-enroll in the academic program at their intended enrollment status and have been appropriately advised on their degree path forward. SMS that had extended leave from program will discuss any academic preparation or pre-requisites that may assist academically to ensure the SMS is academically prepared to re-enroll in the same status in their degree program. HES is responsible for ensuring SMS is fully able and academically prepared to complete the degree requirements successfully after extended leave. If HES determines that a returning SMS is not prepared to re-enter the program per their prior academic status, conversation with the academic advisor regarding best path forward for SMS with degree pursuit goals will ensue.

## Tuition and Fees

SMS returning to academic pursuit, when utilizing full benefits for the cost of tuition, will have their tuition assessed at the current tuition cost for that academic year. SMS returning who are providing cost of tuition, full or in part, out of their own expenses will not be charged tuition costs per credit greater than the cost of tuition in the first year of the identified absence due to military service. This pro-rated tuition is only eligible during the first academic year SMS return to active degree pursuit and is contingent on SMS notification of any tuition change impact during their Notification of Intent to Return communication.

HES will not charge any fees for candidacy extension dates, re-application fees, or other administrative fees generally associated with Return from CE status or Readmission to a degree program.

Policy Last Updated: December 2022

*Policies indicated herein are subject to change without prior notice, if necessary, to keep University policies in compliance with State and Federal laws.*