

### **Purpose**

The purpose of this policy is to identify the circumstances for conducting priority registration and to outline the procedures of this policy for the university's military student population, faculty, and staff.

### **Authority, Responsibilities, and Duties**

Pursuant to the 2012 General Assembly which established Virginia §23-9.2:3.7C, which states:

The governing boards of each public institution of higher education shall, in accordance with guidelines developed by the State Council of Higher Education for Virginia (SCHEV), implement policies that recognize the scheduling difficulties and obligations encountered by active duty members or the United States armed forces.

The university is placing this policy in effect to provide military students with the sufficient flexibility and accommodations to ensure that they are able to complete their educational plans in a timely manner and manage dual responsibilities as students and members of the military.

### **Definitions**

For the purposes of this policy, the following definitions shall apply for military students:

Active-duty military means any service member on full-time status with any Department of Defense military service or the military component of the Department of Homeland Security.

Reservists and Virginia National Guard member means any service member of either of those two entities who are subject to be called (whether voluntary or involuntary) to active-duty service for a period of more than 30 days.

Veterans are any personnel who are retired or released from any of the military services listed above and are currently using Veterans Affairs (VA) benefits to fund their education with the university.

### **Circumstances**

Active-duty military service members have current responsibilities for the national defense of the United States that adversely affects their educational pursuits.

Reservists and Virginia National Guard members are subject to short-notice military assignments nationally or internationally, affecting their ability to adequately plan and pace their educational pursuits.

In order to receive the full range of educational benefits, veterans must be enrolled full-time in courses applicable to their degree program. Additionally, benefits are limited to 36 months.

Military Students may be adversely affected by the incompatibility between their military service and/or education benefit restrictions and the course registration schedule.

### **Procedures**

During the admissions process, all military students will identify themselves as such so that there is accurate record upon their admissions process to the university.

Upon arriving to their academic department, military students will inform their department chairperson/advisor of their status so that they are aware that the above circumstances may be prevalent for that student.

At the earliest possible date upon notification of prolonged absences or deployments, military students will notify their department and officially withdraw through the Registrar's Office. They will also provide a copy of their deployment/mobilization orders to their department so that they are aware that the student may have to re-register for the same class(es) upon return from their military obligations.

Military students returning from extended absences due to temporary duty assignments and deployments will have priority registration for those classes needed to re-establish their timeline for graduation.

Military students that anticipate a prolonged absence or deployment for the semester after the current semester will receive priority registration as a means to keep them on their established degree timeline for graduation.

Veterans receiving federal Veterans Affairs (VA) educational benefits will receive priority registration to allow them to complete their educational requirements for graduation within the VA specified timeline.

To ensure priority registration, military students must ensure to pre-register for the Fall, Spring, and Summer sessions by the following dates: April 1; November 1; and May 1 respectively.

### **Student Communication Methods**

This policy will be maintained at the university's policy site at <http://www.vsu.edu/faculty-and-staff/human-resources/policies.php>.

### **Training of University Faculty/Staff**

The University Provost will ensure faculty/staff adherence and impose required training for this policy. The Office of Military Affairs is the university's action office and will monitor any required SCHEV updates or modifications to this policy as well as ensuring that military students are provided guidance on their required procedures of this policy.

Approved By: The Board

Date: April 11, 2014