

H. Students in the Military Called into Active Duty

1. Any student notified of a call to active military duty must immediately contact the Registrar's Office and must present written documentation of the order. The Registrar will withdraw the student from all classes, and the student will be directed to the Financial Aid Office. The school will process a 100% refund of the student's tuition for that semester. The refund will go back to the funding source (e.g., lender). If appropriate, the student will be sent to the Business Office to arrange for the refund.
2. The qualifying student is entitled to re-enrollment if the cumulative length of the absence and all previous absences by reason of military service does not exceed 5 years.
3. The returning student will be able to enroll in the next semester unless the student requests a later date or unusual circumstances require the institution to admit the student at a later date.
4. The returning student should contact the Registrar's Office at least one month before returning to the Law School to begin the re-enrollment process. The Registrar will direct the student to the appropriate campus Associate or Assistant Dean to devise an education plan. The Dean and the returning student will determine which of the three options is most appropriate for a successful return: (1) The student will proceed with the curriculum right where he or she left off. (2) The student will be advised to retake a course or courses at no cost to the student, with the higher grade appearing on the transcript, and will also be encouraged to seek assistance from the Academic Resource Center. (3) The student will be required to retake a course or courses at no cost to the student, with the higher grade appearing on the transcript, and also be required to seek assistance from the Academic Resource Center.
5. Upon return from service, for the first two semesters, the student will be charged the same tuition and fees the student was or would have been assessed for the academic year when the student left.
6. Students who were on academic probation when they withdrew from school will have their status reinstated upon their return.
7. Applicants who are admitted to Cooley but have not yet enrolled will not have to reapply to the Law School. Upon return from service, they will be able to enroll under the same conditions under which they were admitted. Also, any first-semester student withdrawing to leave for active duty does not need to reapply to the Law School as long as he or she is able to return and successfully complete the curriculum within the time limit established by the American Bar Association, or as otherwise directed by law.
8. The Registrar's and Financial Aid Offices will monitor the student's academic progress to make sure ABA guidelines and applicable laws are followed.