

Military and Veteran Education Military Deployment Checklist

This checklist is for students who are serving on active-duty, National Guard, or Reserves who have been activated for training or unexpectedly deploying during a semester.

Use this document to prepare and coordinate with faculty and the University prior to departing.

☐ **Pre-deployment**

The VA automatically grants mitigating circumstances for up to 6 credits the first time a student reduces or terminates and mitigating circumstances must be considered. This automatic grant is called the 6-Credit Hour Exclusion. The exclusion is a one-time grant made the first-time mitigating circumstances must be considered for the student. Up to 6 credits can be excluded if the student has been awarded benefits for the credit. The 6-Credit Hour Exclusion cannot be granted if the student completes the term and receives non-punitive grades.

1. Contact the Military and Veteran Education Center (MAVE) for assistance throughout the process. Email is mave-group@uri.edu.
2. Inform your faculty of your upcoming leave. If requested, submit a copy of your orders to them.
3. Discuss with your faculty how much work you will miss and if it can be made up. If not, meet with your Academic Advisor and the MAVE Center to determine if withdrawing from the course is the best option. Ask if there are options to do the work online while away (consider access to the internet).

* Remember that withdrawing has implications on VA benefits and financial aid.

4. If you decide to withdraw from courses, you will need to pay attention to the academic calendar for tuition refunds (100% vs. 50%). Work with your Academic Advisor to go over [refund options](#)
5. If you do need to drop a class, be sure to communicate this with Nancy Paquette, certifying VA Official at URI, as this could have financial implications.
6. If you are going to miss too much material from the class, you may consider submitting a [Leave of Absence](#)

You will need to meet with your Academic Advisor and have the form signed by the Dean in order to do so.

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If the student withdraws from 3 credits, the exclusion will be granted for 3 credits and the student's one-time exclusion is used. If the student withdraws from 12 credits, the exclusion will be granted for 6 credits, the student's one-time exclusion is used, and the student must provide mitigating circumstances for the other 6 credits.

☐ **Deployment**

Keep in touch with your Academic advisor and the MAVE Center to let us know when you plan to return to RI and to classes. If you have submitted a Leave of Absence form, you will not need to readmit but you will need to check your enrollment date on ecampus to make sure it is active for the semester in which you plan to return.

☐ **Post-Deployment: Return to URI**

1. Contact your academic Advisor and let them know you are back and wish to enroll in classes. Review your transcript and academic progress report with them to decide on classes for enrollment.
2. Check your home screen of ecampus to ensure that you have an enrollment date. If you do not have access to enroll, contact Enrollment Services.
3. Connect with the MAVE Center to let them know of your return and if you have any questions or issues that need to be resolved.
4. Update your FASFA and any other VA benefit forms.
5. Thank you for your service and good luck on your first semester back!

* URI does not report Incomplete grades so you would still be paid as if you passed the class. If the grade is not changed by the time of graduation, that "I" becomes an "NC" grade (No Credit) at which time URI would need to report it to the VA if you used benefits at that time and it could create a debt.