

Instructions for Military Activation and Missing Class for Duty

Attention Military Students:

If you are a military student with the potential of being called to military service and/or training during the course of the semester (even 1 or 2 days), you are strongly encouraged to contact all of your course

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m in person, email
h the Registrar to
and will notify the

When you return:

Depending on the length of your tour of duty, your UNC student record may have become inactive. When you are ready to come back to school, contact the Office of Veterans Services (970) 351-1403, and that office will make all the necessary arrangements to get you enrolled for the next semester. A grade of **"I" Incomplete** will not impact a student's future enrollments

Students Enlisting in the Armed Forces

Students who are enlisting in the military are not categorized the same as a student who is activated or deploying. The armed forces recruiting stations have informed the University of Northern Colorado that an enlisting student can provide a proof of enrollment and their enlistment will be deferred until the completion of the semester. If a student decides to go ahead and enlist, it is the student's own decision and should be treated as a normal withdraw.

Incomplete "I" Grade

An **"I"** is assigned due to unanticipated circumstances toward the term that made you unable to complete the course requirements within the allotted time (e.g. you had to miss due to sickness, an emergency in the family, or military deployment).

The instructor must submit to the school director, a written notice of the specific coursework to be completed before the final grade is determined; a copy is kept in the school and one is provided to you.

To amend a grade of **"I"** with an earned grade on your transcript, you must complete all incomplete course work by the last day of the next semester, including summer term.

If the course requirements are not completed within the time limitation and the grade received in the Registrar's Office, the grade will be recorded on the academic record as a failing or unsatisfactory grade. You may petition for a one-term extension through the Registrar's Office if extenuating circumstances are warranted. For more information contact the Registrar's Office at registrar@unco.edu.