CAROLINA UNIVERSITY

Military Service Member Readmissions Policy

Effective Date: November 18, 2026
Responsible Office: Office of the Registrar

1. Purpose

Carolina University is committed to supporting Service members and reservists whose educational pursuits are interrupted due to military service requirements. This policy establishes readmission procedures and protections in accordance with applicable federal regulations and the Department of War Voluntary Education Partnership Memorandum of Understanding (MOU).

2. Policy Statement

Carolina University will not deny admission-related reinstatement based on an individual's military membership, military service, or obligation to perform military service.

The University will promptly readmit eligible Service members and reservists who are temporarily unable to attend or must suspend their studies due to qualifying military service. This includes students who were previously admitted but were unable to begin attendance due to military service requirements.

3. Eligibility

For purposes of this policy, qualifying military service includes voluntary or involuntary active duty, active duty for training, and full-time National Guard duty under federal authority exceeding 30 consecutive days under qualifying military orders.

A Service member is entitled to readmission when the applicable notification, length of service, and return requirements established under 34 CFR 668.18 are satisfied.

The cumulative period of qualifying military service generally may not exceed five years. Only periods of actual military service are included in this calculation. Exceptions to the five-year limitation will be applied in accordance with 34 CFR 668.18(e).

4. Notification of Military Service

Students should notify the Office of the Registrar of anticipated military service as early as reasonably possible. Notification may be provided orally or in writing by the student or an authorized military representative.

The University will not require a specific notification format or impose a fixed advance notification deadline.

Advance notification is not required when prevented by military necessity. A student who did not provide advance notification may satisfy this requirement upon seeking readmission by providing an attestation of the military service that necessitated the absence.

5. Notification of Intent to Return

Students seeking readmission should notify the Office of the Registrar of their intent to resume enrollment:

- Within three years following completion of qualifying military service; or
- Within two years following the necessary recovery period for an illness or injury incurred or aggravated during military service.

Notification may be provided orally or in writing without a prescribed format.

Failure to provide notification within these timeframes does not automatically disqualify a student from readmission. Such cases will be evaluated under the University's established leave of absence and readmission practices.

6. Readmission and Academic Status

Eligible Service members will be readmitted at the next available class or enrollment opportunity within their academic program following notification of intent to return, unless the student requests a later date or unusual circumstances necessitate a later return.

The University will restore the student's previous academic status, including:

- The original academic program or the most comparable available program if the original program is no longer offered, unless the student agrees to a different program.
- The previous enrollment status, unless the student agrees to a different enrollment status.

- Previously completed academic credits, subject to applicable transferability requirements when entering a different program.
- Previous academic standing, including satisfactory academic progress status.

7. Tuition and Fee Protections

For the first academic year following readmission to the same program, the University will assess tuition and fees based on the amounts the student was or would have been charged during the academic year in which the student departed.

Higher charges may be assessed, up to the amount charged to other students in the program, when eligible veterans' or military education benefits cover the difference.

For subsequent academic years, or when the student is readmitted to a different program, tuition and fees will not exceed those assessed to other students enrolled in the same program.

8. Academic Readiness and Support

If additional preparation is necessary for a returning Service member to resume or complete an academic program, the University will provide reasonable academic support without additional cost to the student.

Such support may include refresher instruction, academic advising, reassessment, or other appropriate academic assistance.

Readmission may be denied on academic readiness or program completion grounds only under the circumstances permitted by 34 CFR 668.18(a)(2)(iv). The University is responsible for demonstrating, by a preponderance of the evidence, that the applicable conditions for denial have been met.

9. Documentation

The University may request documentation necessary to verify eligibility for readmission, including the applicable military service limitation and continued eligibility for readmission protections.

Acceptable documentation may include:

- DD Form 214.
- Military orders documenting completed service.
- Documentation from an authorized military official.

- Military discharge or service completion documentation.
- Other appropriate records verifying qualifying military service.

The University will not delay or deny an otherwise eligible student's readmission solely because required documentation does not exist or is not readily available.

Eligibility for military readmission protections may terminate under the circumstances identified in 34 CFR 668.18(h).

10. Institutional Responsibilities

The Office of the Registrar is responsible for receiving military service notifications, coordinating readmission requests, maintaining supporting documentation, and ensuring returning Service members receive the applicable academic protections.

The Office of the Registrar will coordinate with Academic Affairs, Financial Aid, Student Accounts, and other applicable departments to ensure appropriate implementation of this policy.

This policy supplements the University's existing Academic Catalog provisions concerning military withdrawal and readmission. Any conflicting institutional requirement will be administered in accordance with applicable federal readmission protections.

11. Regulatory References

- 34 CFR 668.18 – Readmission Requirements for Servicemembers
- 20 U.S.C. § 1091c – Readmission Requirements for Servicemembers
- Federal Student Aid Handbook, 2026–2027, Volume 2, Chapter 3 – Title IV Administrative and Related Requirements
- DoD Voluntary Education Partnership MOU, Paragraph 3.i.(1)