

### Guidelines for Military Student Success

- I. Admission of Active Duty Service Members and Veterans
- A. If an active duty or veteran member of the armed services seeks undergraduate admission, but does not meet campus specific transfer admission requirements, the constituent institution is encouraged to offer the student an “academic contract” assuring admission upon completion of specified college-level coursework at another regionally accredited higher education institution with a minimum grade point average of no less than 2.0.
- B. The contract should include the student’s name, branch of service, length of prior military service, number of credit hours to be awarded based on military training/experience and transferable college credit, and reason for inadmissibility (for example, MCR deficiency). The terms of the contract should set forth the conditions for admission and include specific courses to be completed at a regionally accredited higher education institution and the cumulative grade point average required for admission. (See Addendum A for copy of suggested contract template. Campuses may elect to use or modify the template or create and use a campus specific contract.)
- C. The contract should also note that all students seeking admission to a UNC constituent institution must submit an application and supporting documents prior to published deadlines, and be cleared with regard to campus safety issues.
- II. Data Collection and Reporting on Military-Affiliated Students. Consistent with recommendations in the *UNC SERVES April 2011 Report to the President* and the intent of the President of the United States’ Executive Order 13607, “Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members” issued April 27, 2012, University of North Carolina constituent institutions will establish a section in their undergraduate and graduate admissions application (CFNC.org, Common Application, and campus-specific application) entitled “Military Status for Financial Aid and Residency Determination.”
- A. This section must ask the following questions:
1. “Are you currently serving or have you ever served in the United States Armed Forces?”
  2. “Are you a dependent or spouse of a current or prior United States service-member?”
- B. A “yes” response to question (a) should lead to the following statement and questions:
- Please complete the following if you currently serve or have ever served in any branch or status in the United States Armed Forces. This information will help us connect you with financial aid benefits and determine your eligibility for in-state residency.

1. Your current status.

The answers allowable under this heading shall be: Active-duty, NC National Guard, Other National Guard, Reservist, Separated Veteran, Retiree.

2. Branch of service.

The answers allowable under this heading shall be: Army, Air Force, Navy, Marine Corps, Coast Guard.

3. Current or last pay grade.

The answers allowable under this heading will be: E-1, E-2, E-3, E-4, E-5, E-6, E-7, E-8, E-9, O-1, O-2, O-3, O-4, O-5, O-6, O-7, O-8, O-9, O-10, O-11, W-1, W-2, W-3, W-4, W-5.

4. Do you plan to use military or veterans educational benefits while enrolled at this institution?

The answers allowable under this heading shall be: Yes, No, Not Sure

If yes, which benefit do you plan to use?

The answers allowable under this heading will be:

Chapter 30 - Montgomery GI Bill

Chapter 31 - Vocational Rehabilitation

Chapter 33 – Post 9/11 GI Bill

Chapter 35 – Dependents Education Assistance (DEA)

Chapter 1606 – Selected Reserves GI Bill

Chapter 1607 – Reserves Education Assistance Program (REAP)

Military Tuition Assistance

Military Spouse Career Advancement Accounts (MyCAA)

Marine Gunnery Sgt. John David Fry Scholarship

Not sure

5. Your current or last permanent duty station.

The answers allowable under this heading shall be: Fort Bragg, Camp Lejeune, MCAS Cherry Point, MCAS New River, Pope Army Airfield, Seymour Johnson AFB, USCG North Carolina, Other installation outside of NC. NC National Guard, Other National Guard, Reservist.

6. Your current or last home of record.

7. Your state of legal residence last claimed on your DD Form 2058 (State of Legal Residence Certificate)

8. Date of initial entry into military service.
9. Discharge or retirement date (actual or anticipated).
10. If discharged or retired, your final duty station.

The answers allowable under this heading will be: Fort Bragg, Camp Lejeune, MCAS Cherry Point, MCAS New River, Pope AFB, Seymour Johnson AFB, USCG North Carolina, Other installation outside of NC, NA - NC National Guard, NA - Other National Guard, NA – Reservist.

- C. A “yes” response to question (b) should lead to the following statement and questions:

Please complete the following if you are the dependent or spouse of someone currently serving or who has ever served in any branch or status in the United States Armed Forces. This information will help us connect you with financial aid benefits and determine your eligibility for in-state residency. Please respond to these questions in reference to the connected service member.

1. Your relationship to the service-member or veteran.

The answers allowable under this heading shall be: dependent, spouse.

2. Current status of service member.

The answers allowable under this heading will be: Active-duty, NC National Guard, Other National Guard, Reservist, Separated Veteran, Retiree.

3. Branch of service of service member.

Army, Air Force, Navy, Marine Corps, Coast Guard.

4. Current or last pay grade of service member.

The answers allowable under this heading will be: E-1, E-2, E-3, E-4, E-5, E-6, E-7, E-8, E-9, O-1, O-2, O-3, O-4, O-5, O-6, O-7, O-8, O-9, O-10, O-11, W-1, W-2, W-3, W-4, W-5.

5. Do you plan to use United States Department of Defense or veterans educational benefits while enrolled at this institution?

The answers allowable under this heading will be: Yes, No, Not Sure.

If yes, which benefit do you plan to use? The answers allowable under this heading will be:

Chapter 33 – Post 9/11 GI Bill  
 Chapter 35 – Dependents Education Assistance (DEA)  
 Military Spouse Career Advancement Accounts (MyCAA)

Marine Gunnery Sgt. John David Fry Scholarship  
Not sure

6. Current or last permanent duty station of service member.

The answers allowable under this heading will be: Fort Bragg, Camp Lejeune, MCAS Cherry Point, MCAS New River, Pope Army Airfield, Seymour Johnson AFB, USCG North Carolina, Other installation outside of NC. NC National Guard, Other National Guard, Reservist.

7. Current or last home of record of service member.

8. What is/was the state of legal residence the service member last claimed on his/her DD Form 2058 (State of Legal Residence Certificate)?

9. Date of initial entry into military service for service member.

10. Discharge or retirement date of service member (actual or anticipated).

11. If discharged or retired, service member's final duty station.

The answers allowable under this heading will be: Fort Bragg, Camp Lejeune, MCAS Cherry Point, MCAS New River, Pope AFB, Seymour Johnson AFB, USCG North Carolina, Other installation outside of NC, NA - NC National Guard, NA - Other National Guard, NA – Reservist.

**The president shall work with the constituent institutions to create space in the Student Data File for the information and develop an annual report of this information.**

III. Campus Support Structures for Military-Affiliated Students

A. Campus-Based Military Affairs Committee. Chancellors are encouraged to appoint the members of the Military Affairs Committee. Suggested campus-based personnel include:

1. An admissions counselor whose portfolio includes working with Military-Affiliated Students.

2. A financial aid counselor whose portfolio includes working with Military-Affiliated Students.

3. A representative from the Registrar's Office whose portfolio includes working with Military-Affiliated Students.

4. A representative from Career Services whose portfolio includes working with Military-Affiliated Students.

5. A student affairs representative whose portfolio includes working with Military-Affiliated Students.

6. A diversity affairs representative whose portfolio includes working with Military-Affiliated Students.
7. The UNC Military Affairs Council representative.
8. A Military Affairs Liaison who serves as the official link between the campus and military communities as well as between the campus and UNC General Administration/ the Military Affairs Liaison will serve as a campus ombudsperson for military-affiliated students as well as he campus representative to the UNC Military Affairs Council.
9. A G.I. Bill School Certifying Official.
10. A representative from disability services whose portfolio includes working with Military-Affiliated students.
11. Representatives from campus health services and/or campus counseling center who work with Military-Affiliated students.
12. Faculty, including but not limited to campus-based professors of Military Science and faculty members who are veterans of the armed services.
13. Students, including leadership of campus-based Military Student and/or Veterans Organizations.

To ensure effectiveness, this committee should, at the minimum, be charged with:

1. Facilitating awareness and communication between key departments with regard to campus-based services for military-affiliated students;
2. Coordinating and evaluating programs and services for military-affiliated students; and
3. Factoring military-affiliated students into institutional planning particularly with regard to diversity

B. Faculty and Staff Support Training. UNC General Administration will be responsible for providing campuses with resources for use in support of campus-based faculty/staff military awareness training program. UNC General Administration will also work to create an online system-wide training program that will be made available to constituent institutions to use in place of or in addition to campus-based programs.

IV. Military Learning and Academic Credit. General principles:

A. The General Administration will assist constituent institutions with identifying the training, experience and education most frequently seen on military transcripts in order to determine appropriate transfer credit.

B. The General Administration will assist constituent institutions with identifying the CLEP and DSST exams most frequently seen on military transcripts.

C. The General Administration will provide technical assistance to assist with the training of constituent institution staff members who are designated to work with students regarding the transfer of military credit.

V. Service Member Call to Duty. Consistent with Public Law 110-315, Sections 484C(c)(1)(A)(B)(C) and 484C (c)(4)(A) through (c)(4)(C), otherwise known as the Higher Education Opportunity Act (HEOA) and 20 U.S.C. 1091c:

A. Any student whose absence from an institution is necessitated by reason of service in the uniformed services shall be entitled to readmission to the institution if the:

1. Student (or an appropriate officer of the Armed Forces or official of the DOD) gives advance written or verbal notice of such service to the appropriate official at the institution;
2. Cumulative length of the absence and of all previous absences from that institution, by reason of service in the uniformed services, does not exceed five years; and
3. Student submits a notification of intent to reenroll in the institution, except as otherwise provided in this section.

The term “service in the uniformed services” means service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days.

Exception: No notice is required if providing such notice is precluded by military necessity, such as:

1. A mission, operation, exercise, or requirement that is classified; or
2. A pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge.

B. Readmission to the University

1. A student upon the completion of a period of service in the uniformed services, notifies the institution of the intent to return no later than three years after the completion of the period of service.
2. A student hospitalized or convalescing from an illness or injury during the performance of service shall notify the institution of the intent to return no later than two years after the end of recovery.
3. A student who fails to apply for readmission within the period described shall not automatically forfeit such eligibility for readmission to the institution of higher

education, but shall be subject to the institution's established leave of absence policy and general practices.