

INVOLUNTARY MILITARY SERVICE

Students who are on reserve in the military and are involuntarily called to active duty due to national emergencies may withdraw from courses and the University at any time during the term. Transcripts will be coded as 'WM' (withdrawal due to military service) for withdrawals that occur after the 'add/drop' period. Students will receive a 100% tuition refund and no withdrawal fees will be charged.

If the involuntary withdrawal occurs during the period of a term where the grade of incomplete ('I') could be granted, the student may request an incomplete from the professor. All appropriate rules for incomplete courses apply with one exception: if the student is still on active duty when the expiration date to complete the course and remove the incomplete occurs, the grade will default to 'WM' (rather than 'F') and a full refund will be made to the student.

Furthermore, once students complete their involuntary tours-of-duty, upon request, Pepperdine will readmit them within the first 12 months following completion of their tours-of-duty without requiring them to reapply to the University. The students' tours-of-duty time will not count as part of the time limit set for earning degrees at each of Pepperdine's schools.

Along with a letter of intent to withdraw, the student must submit a copy of his/her military orders. For readmission, the student must submit a copy of his/her discharge papers along with a request for readmission.