CLEMSON
UNIVERSITY

August 8, 2006

MEMORANDUM

TO: President
Vice Presidents
Academic Deans
Department Chairs

FROM: Janice W. Murdoch
Dean of Undergraduate Studies

RE: Military Call-ups

A number of our students have received orders to report for active duty. Please accommodate the students in the following fashion:

1. The student must present the orders and then has the option to withdraw completely from the University backdated to the beginning of the semester and receive a refund for his or her academic fees and other appropriate refunds as determined in each case. This should be handled through Undergraduate Academic Services.

2. Should the call for duty come late in the semester, while the above is an option, the student may choose to discuss the situation with each professor and arrive at a different decision with each as follows:

   a. The student may be given an early examination, if the professor deems it best.
   b. The professor may give the student an "incomplete". When the student returns she or he will work with the Registrar to resolve the incomplete.

3. The student who receives credit or an incomplete for any of his or her classes is not eligible for a refund of academic fees.

Mr. Stan Smith, the Registrar; Dr. Jeffrey R. Appling, Associate Dean for Curriculum in Undergraduate Academic Services; and their staff are both prepared to help the students in reaching their decision in these trying times for the students.

Please notify your faculty.

bsr

cc: Provost

DEAN
UNDERGRADUATE STUDIES
E101 Martin Hall Box 345105 Clemson, SC 29634-5105 864.656.3022 FAX 864.656.1363