

Process for Those Called into Service

All students called to service should notify the [Veteran Student Services office](#) as soon as possible. If the student decides to remain in classes despite the temporary absence, and/or be readmitted, the student must also meet with the [Office of Accessible Education](#). Withdrawal, add/drop, grade related forms can be accessed at <https://sites.google.com/a/paloaltou.edu/registrar-forms/>

Called to Service Policies

1. **Withdrawal.** At any point in the term, a student called to serve may withdraw from Palo Alto University by submitting a program withdrawal form along with a copy of deployment orders to the Veteran Student Service Office. The student may receive a full credit of tuition and fees. The Veteran Student Service Office will process the withdrawal and arrange for appropriate adjustments to the students account.
2. **Selective Drops.** A student may drop one or more courses and elect to complete remaining coursework in accordance with Option 3 or Option 4 below. A full credit of tuition and fees for dropped courses will be honored.
3. **Incompletes.** Students who have successfully completed the majority of work for a course may be awarded a grade of “incomplete” at the discretion of the professor. Professors are strongly encouraged to grant additional time for students to make up the required work.
4. **Final Grade.** A final grade option is available if the professor determines that a sufficient amount of the course work has been completed and sufficient information about a student’s performance in the course has been obtained.

Students must consult with their professors to determine whether these two requirements have been met in order for a final grade to be awarded.

Called to Serve: Re-Admission Policies

Any student whose absence from Palo Alto University is necessitated by reason of service in the uniformed services shall be entitled to re-admission to Palo Alto University if:

1. The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advance written or verbal notice of such service to the PAU [Veteran Student Service Office](#) .
2. The cumulative length of the absence and of all previous absences from Palo Alto University by reason of service in the uniformed services does not exceed five years, and except as otherwise provided in this section, the student submits a notification of intent to re-enroll at Palo Alto University. Exceptions Include:
 1. No notice is required if giving of such notice is precluded by military necessity, such as 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.