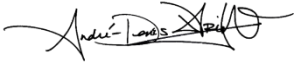




The UNIVERSITY of OKLAHOMA®
Office of the Senior Vice President and Provost

MEMORANDUM

TO: Deans, Chairs, Directors, and Faculty—Norman Campus

FROM: André-Denis G. Wright 
Senior Vice President and Provost

DATE: August 27, 2025

SUBJECT: Policy on Students Called to Active Military Duty

It is possible that students who are on active duty in the United States military, or who are in the Reserves or National Guard, may be called to active service on short notice. I ask that all members of the faculty of the University be sensitive to the special needs of these students and be prepared to assist them in the disposition of their coursework. This may include early completion of courses, withdrawal, or receipt of grades of Incomplete.

It is the policy of the University of Oklahoma that any student who is deployed to active service in the armed forces of the United States will be allowed to terminate their enrollment in a manner that minimizes the educational and financial impact on the student. This policy also applies to civilian employees of the military whose work hours are changed in a manner that affects their ability to attend classes. Because the specific steps will vary with the situation and the needs of the individual student, each student will be counseled and allowed to choose among the options available. Students who are called up, or who anticipate being called up, should immediately get in touch with Katie McIntyre, Registrar (phone: 405-325-4147, email: katiemac@ou.edu), who has been designated the initial contact person for all students wishing to terminate their enrollment because of military service. After counseling the student, Ms. McIntyre will consult with the Office of Financial Aid and others, as necessary, to effect a smooth termination of the student's enrollment, and facilitate the subsequent return of the student to the University when they wish to do so.

I also want to bring to your attention two other policies that affect students called to active military duty: the fee waiver policy for students called to active military duty and the policy for reentry of activated students into the University.

If a student is called to active military service during a term in which the student has not completed an amount of work sufficient to receive a grade, the institution may refund the tuition

and fees paid by the student for the current term or the institution may waive the amount of tuition and fees paid from the amount owed for tuition and fees for a future term following the student's tour of duty.

The general policy for students who return to the University after returning from active military duty is that every step possible will be taken to facilitate their reentry into the University. They will receive special attention at all stages of the process of returning to the University and late fees and other penalties will be waived to the extent permitted under State Regents policies. The initial contact person for returning military personnel is Katie McIntyre, who will inform students of the steps they need to take in order to re-enroll in the University.

Thank you for your assistance and cooperation in implementing these policies and for helping OU students who may be affected by active duty orders. If you have any questions about these policies or other issues relating to the military call-up, please do not hesitate to contact Katie McIntyre.

cc: Joseph Harroz, Jr. President
Jeff Blahnik, Vice President for the Division of Enrollment Management and
Chief Enrollment Officer
Katie McIntyre, Registrar, Office of the Registrar
Jennifer Trimmer, Director, Veteran Student Services