STAFF POLICIES AND PROCEDURES

FOR

MILITARY PROGRAMS
Policies and Procedures for Military Programs

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9/30/11
Policies and Procedures for Military Programs

Tab A

Responsibilities
Responsibilities

Associate Provost: The Associate Provost for Academic Administration is responsible for the management of Military Programs.

Academic Deans: The Deans of the academic units which conduct Military Programs are responsible for the management of their individual programs. They will ensure these programs operate within established academic, fiscal, and administrative guidelines of the University.

Director of Distance Education and off Campus Programs: The Director of Distance Education and off Campus Programs is responsible for liaison with external agencies and for coordinating matters which are common to the academic units which conduct Military Programs. The Director’s responsibilities include the transmittal of matters of an official nature to the various external agencies. This includes matters which are academic in nature; however, the content of such matters is the responsibility of the Academic Deans, the Associate Provost for Academic Administration, and the Provost and Vice Chancellor for Academic Affairs as outlined in “Policy on Establishment of Academic Policies and Procedures for Military Programs”.

Delegation of Authority: The Provost and Vice Chancellor for Academic Affairs has assigned the administration for Military Programs to the Associate Provost for Academic Administration. The Associate Provost for Academic Administration has delegated to the Director of Distance Education and off Campus Programs responsibility for external agency matters and for coordinating matters which are common to the academic units which conduct Military Programs. The Director of Distance Education and off Campus Programs is the principal point of contact for and represents the University in matters pertaining to military base program administrative matters as coordinated with and by the program directors of the academic units.

Three groups are actively involved in the establishment and implementation of policies and procedures for military programs.

a) The Deans group consists of the Associate Provost for Academic Administration, the Director of Distance Education and Off Campus Programs, the Deans of the Colleges of Education and Human Services, Engineering, and Applied Sciences and Arts, and the Director of Distance Education and Off Campus Programs. This group concerns itself primarily with policy and is chaired by the Associate Provost for Academic Administration.

b) The Program Directors group consists of the directors of military programs of the three colleges, and the Director of Distance Education and off Campus Programs. This group is concerned primarily with the day-to-day operation of matters common to the individual programs and is chaired by the Director of Distance Education and off Campus Programs.
c) A Standing Committee has been created to recommend academic policies and procedures for Military Programs. The Associate Provost for Academic Administration is the chairperson of this committee; the Deans of the academic units which deliver programs at military bases, the directors of these programs, the Director of Distance Education and off Campus Programs, and the Assistant Provost for Enrollment Management and the Director of Undergraduate Admissions are members of this committee. The committee’s recommendations are reviewed by the Provost and Vice Chancellor for Academic Affairs for final decision before procedures are implemented.

The Provost and Vice Chancellor, the Associate Provost for Academic Administration, and the Director of Distance Education and off Campus Programs have been delegated the authority to sign, on the Chancellor’s behalf, all agreements, memoranda of understanding, applications for certificate of authority, institutional reports and similar documents relating to the continuation of Military Programs currently offered by the University.
Policies and Procedures for Military Programs

Tab B

Instructional Support Strategy Plan
Instructional Support Strategy Plan

**Purpose:** The purpose of this memorandum is to outline an instructional support strategy plan to provide for the teaching resource needs of various courses offered at military bases.

**Course Plan:** For each course, the syllabus or other documents should indicate the instructional resources which are required. This statement should list the textbooks, journal articles and other basic documents needed, plus the bibliographical access requirements (e.g., indexes, abstract sources, and reference works). Research techniques sufficient to insure that students are able to obtain access to pertinent information on a continuing basis both during and after completion of the course should be introduced early in the course, and the faculty member should be sure that mastery of these techniques is integrated with the instructional plan.

These plans should be approved at the department and collegiate level.

**Base Office/Library:** Textbooks and other materials which have been identified in the plan should be compared to the resources available in the base office, the base libraries, and the local libraries. Ideally, all supporting materials should be readily available to students at the base office or local base library. However, this may not always be the case.

**Library Resources within Reasonable Distance:** Efforts should be made to determine whether needed resource materials which are unavailable at the base library or base office may be available at libraries within a reasonable distance. Arrangements with these libraries should be formalized to permit SIUC students bibliographical access, on-site use, and borrowing privileges.

A specific base faculty member or staff should be assigned responsibility for coordinating library resource arrangements for each program at each base location. The academic units involved should appoint someone who will assume this responsibility.

Tentative arrangements are the responsibility of the academic units. These arrangements will be submitted to the Associate Provost for Academic Administration for formal University action.

**Morris Library:** An important part of this plan is the backup capability of Morris Library. Arrangements and procedures to be followed, however, should be clearly outlined and approved by the Dean of Library Affairs in advance of submission of the plan to the Standing Committee, so that Morris Library is able to provide needed support with minimum confusion and delay. In addition, the access students have to an exceptional array of research and reference tools via the Internet is important. Off-campus students can access the library at any time to down-load full journal articles, abstracts, dissertations, etc., through an array of venues offered by the library.
Additionally, students can process a library loan for books and other research material not available on-line via the library’s web site.

**Oversight**: Each collegiate unit should forward its instructional support strategy plan to the Standing Committee which is responsible for coordination and review.
Policies and Procedures for Military Programs

Tab E

Policy on Establishment of New Military Programs
Policy on Establishment of New Military Programs

Rationale: It is in the best interest of the University and the separate academic units to proceed with caution in the establishment of new programs.

Policy: The academic unit will keep the Office of Distance Education and Off Campus Programs informed as to the contact it intends to make with the various military bases as well as the contact it has received. An academic unit which proposes to take a new program to a military base will notify the Office of Distance Education and Off Campus Programs of this intent. The academic unit will not pursue the new development until authorized by the Office of Distance Education and Off Campus Programs.

Procedure: Academic units requesting the establishment of a new program will provide the Office of Distance Education and Off Campus Programs with documentation showing feasibility of the proposed program. The documentation will include but not be limited to total student population and undergraduate programs now offered on the installation, needs and assessments conducted by the ESO, and possible conflict with other SIU programs on the base or in the region. The documentation will also indicate the total anticipated student credit hours generated through Military Programs of the academic unit prior to and after implementation of the new program.

Once the Office of Distance Education and Off Campus Programs has reviewed the material provided, the notice of intent will be circulated to the other academic units for their comment. The Office of Distance Education and Off Campus Programs will obtain input from the other academic deans as a part of the decision-making process. The Office of Distance Education and Off Campus Programs will notify the academic deans of a decision concerning the new development.
Policies and Procedures for Military Programs

Tab F

Policy on Graduation Ceremonies
Policy on Graduation Ceremonies

Rationale: Graduation ceremonies at military bases should be in keeping with SIUC traditions, and have sufficient dignity and provide recognition of student achievement.

Policy: The conduct of graduation ceremonies at military bases is a shared responsibility as outlined below.

Procedures: The Director of Distance Education and off Campus Programs, in cooperation with academic units, will coordinate and prepare a listing of the forthcoming academic year graduation ceremonies. In addition to the academic units, a copy will be provided to Alumni Services, University News Service, and the Central and Campus Administrations. Any changes which the academic units wish to make will be sent to the Director of Distance Education and off Campus Programs who will revise and circulate the list.

The academic unit is responsible for the selection of the individuals to participate in and the conduct of the graduation ceremony. Invitations to Central and Campus Administrations personnel to participate will be extended through the Office of Military Programs. The Alumni Speaker will be coordinated between the Associate Vice Chancellor for Alumni Services and the academic unit.

The Office of Distance Education and off Campus Programs is responsible for printing the commencement bulletin. The academic unit is responsible for the content.

Travel expenses for Central and Campus Administrations personnel will be charged to the Office of Distance Education and off Campus Programs. Travel expenses and arrangements for all other individuals are the responsibility of the academic unit. Travel expenses and arrangements for the alumni speaker will be coordinated between the academic unit and the Associate Vice Chancellor for Alumni Services.

Cap and gown rental for the platform party and students is the responsibility of the academic unit. Normally base personnel will secure caps and gowns for students and members of the platform party locally. Cap and gown rental for Central and Campus Administrations personnel will be charged to the Office of Distance Education and off Campus Programs.

If the academic unit wishes to have the Provost and Vice Chancellor for Academic Affairs send letters of appreciation, the letters should be prepared on Vice Chancellor stationery; they should reach the Provost and Vice Chancellor within five days after the commencement exercise. Letters should be limited to non-SIUC individuals who made a significant contribution.
Policies and Procedures for Military Programs

Tab G

Policy on Military Programs Closure
Policy on Military Programs Closure

**Rationale:** Agreements and contracts with the military services, VA and state regulations require the University to follow certain procedures when closing a military base program. This policy provides a procedure for dealing with these requirements.

**Policy:** The academic unit will notify the Associate Provost for Academic Administration when it is considering closing a military base program prior to any discussions with the Education Services Officer or other individuals of the military service.

**Procedure:** The initiation of discussions leading to decisions to close military base programs may occur at collegiate or the Associate Provost for Academic Administration level.

A recommendation is made to the Associate Provost for Academic Administration by the academic dean.

The Associate Provost for Academic Administration reaches a decision concerning the recommendation and interacts with the dean of the academic unit from which the recommendation was received.

The Director of Military Programs works with the director of the academic unit and moves to provide formal notification directly to the appropriate personnel in the military agencies.

The director of the academic unit, in coordination with the Director of Military Programs, moves to provide formal notification of the decisions reached and procedures to be followed to appropriate military program employees and to students enrolled in the program.

Military base programs operate in accordance with requirements stated in contracts and/or Memorandums of Understanding or Agreement. The University’s decision to agree to offer an educational program at a military base implies a commitment to provide an opportunity for program completion for all students officially enrolled in the program. In the event of program closure, this commitment will be honored except in cases beyond the control of the University.
Policies and Procedures for Military Programs

Tab I

Policy on Grades
Policy on Grades

Rationale: The conduct of Military Programs is governed in part by memorandums of understanding, agreements, and portal agreements with the military services. These agreements commit the university to provide to representatives of the military services course grades within certain time deadlines and to remove INC grades within certain time deadlines. The University has agreed to do so because it is beneficial to students. Failure to adhere to the deadlines may cause some students to be penalized unjustly.

Policy: Faculty members, who teach Military Programs courses, will submit grades and convert INC grades to letter grades in sufficient time to permit the University to comply with the specified deadlines.

Procedure: The deadlines for submitting grades and converting INC grades to letter grades will be followed. Failure to adhere to these deadlines may result in denial of (or recovery of) salary or compensation for off-campus teaching and disciplinary action to include non-reappointment in the program.
Policies and Procedures for Military Programs

Tab J

Policy on Registration and Class Attendance
Policy on Registration and Class Attendance

Rationale: Because of geographic distances, accelerated class schedules, multiple enrollment periods within a semester and other factors, it is proper to establish appropriate registration and class attendance procedures for Military Programs. This policy provides for procedures dealing with these requirements.

Policy: The registration process must be officially initiated by the deadlines previously established for Military Programs students. Only students for whom the registration process has been officially initiated may be admitted to classes. Only students who are in good standing may attend classes.

Procedure: To be officially initiated, the application for admission to the University, if applicable, and the Course Request Form for the appropriate semester must be completed to include the signature of the student and the adviser and be forwarded to campus for final approval. Students self-register for classes using Salukinet.

To be in good standing, students must have met all academic and student conduct requirements and all requirements regarding payment of assessed charges and submission of documentation required for final approval of admission to the University.

Exceptions to this policy may be granted only by the Associate Provost for Academic Administration.
Policies and Procedures for Military Programs

Tab K

Policy on Class Meeting Dates and Times for Military Programs
Policy on Class Meeting Dates and Times
for Military Programs

Rationale: VA students receive educational benefits (entitlement) in accordance with public law and VA regulations. A primary factor in determining the amount of entitlement students receive is the class schedule. If the class schedule is not followed, VA students may receive overpayments.

Public law and VA regulations permit the University to be held liable in certain cases where overpayments are made. To minimize the risk to the University, the following policies and procedures which relate to class meeting dates and times will be observed.

Policy: The class meeting dates and times which have been certified to the State Approval Agency will be followed. Variations may be authorized only by the Associate Provost for Academic Administration or designated representative.

Procedure: The class meeting dates and times listed on the approved class schedule will be observed.

Unauthorized variations in the class meeting dates or times may result in denial of (or recovery of) salary or compensation for off-campus teaching and disciplinary action to include non-reappointment in the program.
Policies and Procedures for Military Programs

Tab L

Policy on Enrollment of Students in Military Program
Rationale: Agreements with the military services, state regulations and VA regulations restrict student enrollment in Military Programs. Since public law and VA regulations permit the University to be held liable when overpayments are made to unauthorized students, to minimize the risk to the university the following practices will be observed.

Policy: Enrollment will be restricted to those students permitted under the various regulations and procedures.

Procedure: Academic units which desire to request waivers or authority to operate under the various regulations will send the request to the Director of Distance Education and off Campus Programs who will process the request to the appropriate external agency and keep all concerned informed as to the status of the request. The Director of Distance Education and off Campus Programs will be the office of record for these regulations, waiver and authorizations.
Policy on Establishment of Academic Policies and Procedures for Military Programs
Policy on Establishment of Academic Policies and Procedures for Military Programs

Rationale: Agreements with the military services, state regulations and VA regulations place certain requirements on the University. Many of these requirements impact on academic policies and procedures. This policy provides a procedure for dealing with these requirements.

Policy: The standing committee will recommend academic policies and procedures for Military Programs. The Associate Provost for Academic Administration will review the recommendations and refer them to the Provost and Vice Chancellor for Academic Affairs for a final decision before the policies are published.

Procedure: Members of the standing committee are appointed by the Associate Provost for Academic Administration. The Deans of the academic units which deliver programs at military bases, the directors of these programs, the Director of Military Programs and the Assistant Provost for Enrollment Management and Director of Undergraduate Admissions are members of this committee. The Associate Provost for Academic Administration is the chair on this committee.
Policies and Procedures for Military Programs

Tab N

Policy on Publication of Military Programs Supplement
Policy on Publication of Military Programs Supplement

Rationale: The curriculum, courses, class schedules, semester hour charge and related matters must be approved on an annual basis, and as appropriate at other times, by State Approval Agencies, the Veterans Administration and other regulatory bodies.

Policy: The Military Programs Supplement will be published annually. The contents will be approved as provided in “Policy on Establishment of Academic Policies and Procedures for Military Programs”. Curriculum, course and class schedule changes proposed during the year will not take effect until publication of the next supplement, except Addendums.

Procedure: The academic unit, Assistant Provost for Enrollment Management, Director of Undergraduate Admissions, Financial Aid Director, Bursar, and Director of the Registrar Office will provide initial drafts to the Office of Distance Education and off Campus Programs by November 15. The standing committee will prepare a draft of the Military Programs Supplement by December 15. Review and camera-ready copy will be completed by January 30 and the Supplement will be printed and distributed by March 15.
Policies and Procedures for Military Programs

Tab O

Policy on Publication and Distribution of Class Schedules
Policy on Publication and Distribution of Class Schedules

Rationale: For the main campus, a schedule of classes is published each semester by the Assistant Provost for Enrollment Management and Director of Undergraduate Admissions. The information for the schedule of classes is provided by the academic units. A similar pattern should be followed for Military Programs.

Policy: The academic unit will publish and distribute the schedule of classes for Military Programs. The necessary information will be provided by the academic units.

Procedures: The academic unit will design the format for the schedule of classes for Military Programs.

Class schedules will be published and distributed by the academic unit. The schedules will be included in the Military Programs Supplement.

The Director of Distance Education and off Campus Programs will provide class schedules to the SAA, the VA and others as required. Requests received by base personnel for class schedules will be referred to the academic unit.
Policies and Procedures for Military Programs

Tab P

Policy on Notification of Activities Which Involve SIUC Faculty and Staff and the Military Services
Policy on Notification of Activities Which Involve SIUC Faculty and Staff and the Military Services

Rationale: It is important the University be aware of proposed or on-going educational and training activities occurring on military bases or with the military services which involve SIUC faculty and staff.

Policy: Military programs staff and faculty may engage in outside employment in accordance with the Policy on Outside Employment.

The academic unit will keep the Associate Provost for Academic Administration informed of educational and training contracts and arrangements which it, as a unit, proposes to offer on a military base or with a military service. Plus the academic unit will keep the Associate Provost of Academic Administration informed of staff and faculty activities if these activities are of a nature to result in a comment from the agencies involved, during correspondence between the University and the agencies.

Procedure: The academic unit will notify the Associate Provost for Academic Administration when it proposes to take a non-degree program or provide a service to a military base or to a military service such as consulting arrangements, individual courses or seminars, or training contracts. (See Policy on Establishment of New Military Programs for degree programs.)

Military programs faculty and staff will provide their academic unit with the reports required in the Policy on Outside Employment. Plus they will notify their unit when they have discussions with military bases, businesses or other organizations which might lead to courses, seminars or programs or other arrangements of both a formal and informal nature. The unit will forward this information to the Associate Provost for Academic Administration.

In addition, each academic unit will provide the Associate Provost for Academic Administration a copy of the portion of its annual achievement and planning statement which discusses off-campus programs and activities.
Policies and Procedures for Military Programs

Tab R

Policy on Tuition Waivers for Civil Service Employees Located on Military Bases
Policy on Tuition Waivers for Civil Service Employees
Located on Military Bases

Rationale: The Tuition and Fee Waivers for Employees policy as stated in the Employees Handbook provides that tuition will be waived by the University for full-time civil service employees. The waiver benefit does not limit the number of credit hours that may be taken each semester. However, since the Graduate School has established a limit of eight graduate hours per semester for full-time employees, full-time employees seeking to register for more than eight hours must seek approval from the Graduate School.

To insure that civil service employees of the University located on military bases are treated in a manner equivalent to civil service employees of the University located on the main campus, the semester hour charge (per credit hour charge) for full-time military program civil service employees shall be waived. The semester hour charge is unique to the military base program; therefore, this policy interpretation insures this benefit is applied equally to civil service employees on military bases and to civil service employees on the main campus.

Policy: The semester hour charge (per credit hour charge) for full-time civil service employees of the University located on military bases shall be waived.

Procedure: As outlined in the Southern Illinois University Carbondale Employees Handbook and Departmental Policy Handbooks.
Policies and Procedures for Military Programs

Tab S

Policy on Refunds to Military Programs Students
Policy on Refunds to Military Programs Students

Rationale: The policy on refunds to Military Programs students has its rationale in the manner in which refunds are provided for on-campus students. It is University policy that students who are authorized be given credit for certain financial aid awards such as Illinois Student Assistance Commission grants (ISAC) prior to the University’s receipt of the actual cash. When a non-cash credit such as ISAC is awarded in conjunction with a cash award, thus creating a credit balance in a student’s account, it is the University’s policy to refund to the student that portion of the cash award creating the credit balance that he/she is eligible to use for other educational expenses.

If the student has pre-registered for the next semester and charges related to that pre-registration are current due charges on the BRS (normally July 15 for the Fall Semester, December 15 for the Spring Semester, and May 15 for the Summer Semester), the cash award is credited to the student’s account to reduce those charges before any balance is refunded to the student. If a student has pre-registered prior to these dates, since charges relating to pre-registration for the next semester are not current due charges prior to these dates, a refund is made to the student based on his/her current credit balance.

To insure that students located on military bases are treated in a manner equivalent to students located on the main campus, the following dates will be used to determine if a refund should be sent to the student, or if the cash award should be applied to current due charges related to pre-registration for the next semester. The dates are: (1) for the Fall Semester, July 15; (2) for the Spring Semester, November 15; (3) for the Summer Semester, March 30.

Policy: When a non-cash credit (e.g. Military Programs tuition assistance) is awarded in conjunction with a cash award (e.g. Pell Grant), thereby creating a credit balance in a student’s account, it is the University’s policy to refund the student the portion of the cash award creating the credit balance the he/she is eligible to use for other educational expenses.

When a cash financial aid award is created in conjunction with a non-cash financial aid credit, thereby creating a credit balance in a Military Programs student’s account, a refund will be made to the student if the credit balance is created prior to November 15 during the Fall Semester, March 30 during the Spring Semester, and July 15 during the Summer Semester. If the student has pre-registered for the following semester (the unit has a completed course request form) after these dates, the award will be applied to the student’s account to reduce the charges for the following semester before any balance is refunded to the student.

Procedure: As outlined in the college and departmental handbooks, student financial aid handbooks and Bursar handbooks.
Policies and Procedures for Military Programs

Tab T

Policy on Military Programs Budget
Policy on Military Programs Budget

**Rationale:** Realistic operating budgets are essential for the proper conduct of cost recovery programs such as Military Programs.

**Policy:** Each academic unit will provide the Associate Provost for Academic Administration a projected budget for the following fiscal year, and periodic reports regarding the operating budgets for the current fiscal year.

Each academic unit will prepare an Internal Operating Report at prescribed times during the current fiscal year.

**Procedure:** The Associate Provost for Academic Administration will prescribe the information to be included in the projected budget and the Internal Operating Reports. This guidance will be furnished to the units in sufficient time to prepare the budget and Internal Operating Reports.
Policies and Procedures for Military Programs

Tab U

Policy on Availability of Textbooks
Policy on Availability of Textbooks

Rationale: Because of geographic distances, multiple enrollment periods within a semester and other factors, it is proper to establish appropriate procedures concerning textbook sales at military bases.

Policy: It is the responsibility of each collegiate unit to arrange for the availability of textbooks for students enrolled in Military Programs. Written policies and procedures concerning how textbooks will be made available to students at military bases will be prepared.

Procedure: Each collegiate unit will prepare written policies and procedures concerning the availability of textbooks at military bases. These policies and procedures will indicate the method for coordinating with local bookstores, book publishers or vendors to have textbooks available. Records will be kept to document the strengths and weakness of the method used.

When a method includes the direct involvement of SIUC personnel in the acquisition of textbooks for Military Programs students, procedures will be established to insure strong internal controls, timely deposit of receipts – checks mailed to campus before close of business on the day the check is received or no later than the following day are considered to be collected and deposited promptly – and periodic communication and reconciliation of activity at the bases and balances to amount reported by Carbondale.

These policies and procedures will be submitted to the Associate Provost for Academic Administration for review and concurrence prior to implementations; they will be reviewed with the Associate Provost for Academic Administration periodically.
Policies and Procedures for Military Programs

Tab V

Policy on Adjunct Appointments for Military Programs
Policy on Adjunct Appointments for Military Programs

Rationale: The University has established a Policy on Adjunct Appointments (attached). The University policy provides general guidelines; this policy provides additional guidelines for Military Programs.

Policy: Procedures for hiring adjunct faculty for Military Programs and the rate they will be paid is the responsibility of each Academic Dean.

Procedure: As stated in the attached Policy on Adjunct Appointments and departmental and college procedure handbooks.
Policies and Procedures for Military Programs

Tab W

Policy on Assignment of Faculty Appointments Against Military Programs Accounts
Policy on Assignment of Faculty Appointments
Against Military Programs Accounts

**Rationale:** Military Programs are cost recovery programs; the costs associated with these programs must be properly assigned.

**Policy:** Faculty assignments to Military Programs accounts shall be made in relation to the faculty member’s overall on- and off-campus teaching, research, service, and administration assignments. Typically, faculty assigned to teach one three-semester hour course at a military base during the academic year will be appointed 25% of his/her total assigned time to the Military Programs account.

**Procedure:** As stated in departmental and college procedure handbooks and applicable collective bargaining agreements.
Policies and Procedures for Military Programs

Tab X

Payment Plan for Military Programs
Effective Fall Semester 1990
Payment Plan for Military Programs
Effective Summer Semester 2011

Rationale: It has been proven that concerted effort at bases and in Carbondale to facilitate payment of program charges can minimize account receivable the better to abide by the IBHE mandated accrual budgeting system. This plan attempts to place primary responsibility on students, minimize number of transactions, minimize accounts turned over to collection agencies, obviate refunds and the like.

A. Policies Common to All Students:

1. Basic Rule – Payment is the responsibility of the student. SIUC will assist the student wherever possible to process the paper work for the various financial assistance programs; however, the responsibility for payment rests with the student.

2. Bar Enrollment – A student may not enroll for the next semester if they have a past due balance over $500.00. BR stop (owes more than $500.00) will prevent adds and drops in Salukinet.

3. Graduation – A student will not receive a diploma or a transcript until all receivables have been paid.

B. Classification of Students:

1. For payment purposes, students are classified as Self-Pay or Third Party.

   a) **Self Pay:** Self explanatory

   b) **Third Party:** There are two kinds.

      (1) **Third party guaranteed:** Payment by a party (other than the student) directly to the University (e.g., military tuition assistance, some corporate tuition assistance plans, direct student loans, Illinois Veterans Grants, and Pell Grants).

      (2) **Third party non-guaranteed:** Payment by a party to a student; then payment to the University by the student (e.g., VA educational assistance, some loans, and some corporate tuition assistance plans).

C. Payment Schedules:

**Self-Pay:** Self-pay students must pay the semester hour charge in full or in installments. Bills are created on the 15th of each month with a due date of the 10th.
If a student has a past due balance greater than $500.00, they will have a registration hold.

D. Exceptions:

Exceptions to this payment policy may be granted only by the Vice Chancellor for Administration and Finance or the Vice Chancellor’s designee.
Policies and Procedures for Military Programs

Tab Y

Relocation Assistance Policy
Relocation Assistance Policy

**Rationale:** It is in the best interest of the University and the separate academic units to provide monetary relocation assistance when permanent relocation of faculty employed in Military Programs is requested by the University.

**Policy:** Academic units may provide monetary relocation assistance when faculty employed in Military Programs are requested to permanently relocate. Monetary relocation assistance normally will not be paid to faculty members upon the occasion of their initial appointment.

**Procedure:** Requests for monetary relocation assistance must be approved by the Dean of the academic unit concerned in advance of the relocation. Faculty members who receive monetary relocation assistance must agree to refund to SIUC any sum received in the event they voluntarily separate from SIUC employment before one year has elapsed.

Exceptions to this policy may be granted only by the Associate Provost for Academic Administration.
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