

Military Withdrawal Policy

Concordia Theological Seminary, Fort Wayne (CTSFW) supports students who are members of the U.S. armed forces whenever they may be called to active duty, specialized training, or as part of disaster relief efforts with little notice. There are several options for students fulfilling their unanticipated U.S. military responsibilities in the midst of an academic quarter or summer session.

Dropping before Quarter/Summer Session Begins

If already registered, students can drop courses before the start of the quarter/summer session during the 100% refund period by completing a Drop/Add form and submitting it to the Registrar's Office.

Withdrawing during Quarter/Summer Session

The options below are available for each registered course at any time during the quarter/summer session:

1. With the permission of the professor(s) or instructor(s), a student may receive an incomplete or a final grade in some or all of the courses taken. Students will need to consult with each professor or instructor about fulfilling this request. In accordance with the seminary policy regarding Incomplete Work, students have 60 days to complete the requirements for each course. Refer to the Incomplete Work policy for further details. Students should also inform the Registrar that they plan to receive incomplete grades based upon their involuntary deployment. No refund will be given if a final grade or incomplete grade is received.
2. A student may withdraw from any or all courses and receive a 100% refund on tuition and fees. A Drop/Add form will need to be submitted to the Registrar's Office along with a copy of the student's deployment orders. Refunds of tuition and fees will not be made if the student has already received a grade and credit for a course. If the withdrawal request is submitted after the last day for 100% refund, the grade of W will be assigned and will appear on the transcript. Students receiving financial aid will be subject to the refund policies as required by financial aid regulations. Note that Veterans Affairs (VA) requires repayment of all tuition and fees paid for withdrawn classes as well as basic allowance for housing and book stipend.

For all options listed above, students that are in the MDiv, AR, or Master of Arts in Deaconess Studies degree programs will need to submit a Leave of Absence application along with a copy of the student's deployment orders. Leave of Absence applications are obtained from the Registrar's Office and are approved by the Certification and Placement Committee.

Re-enrollment for Military Students

Students who have been called to active duty, specialized training, or as part of disaster relief efforts with little notice shall be guaranteed a place in a course at the beginning of the quarter or summer session in which they seek to re-enroll as long as they are in good academic standing for their degree program.