

## ARC 402P

### Active Military Deployment Withdrawal Procedure

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1. The student emails registrar@clackamas.edu to submit their official military orders for the deployment, activation or mobilization.
2. The Registrar coordinates with identified faculty member(s) and Veterans Education and Training (VET) Center staff to determine the best course of action regarding withdrawing the student from current coursework and receiving relevant grades.  
Options include:
  - The student receives course grades for the current term, or incompletes for all courses if approved by their faculty.
  - The student receives administrative withdrawals with a refund of tuition and fees as applicable for all courses during the time of active deployment;
  - The student receives a combination of grades/incompletes and administrative withdrawals.
  - Appeals regarding grades must follow the identified academic appeals process.
3. The VET Center staff will identify potential VA debt issues and ensure these are resolved to avoid any administrative or financial hardship to the student-veteran.
4. The Registrar notifies the Director of Financial Aid in case there are financial aid implications.
  - a. The Director of Financial Aid will send the student status updates about any changes or implications to financial aid as appropriate.
5. The Registrar notifies the Accounts Receivable office to initiate a refund of tuition/fees, if applicable.
6. The Registrar will send a follow-up email to the student to provide enrollment status updates and provide any additional referrals.

7. These requests are prioritized for a quick turnaround.
8. Students seeking additional support can connect directly with the VET Center staff.

#### **END OF PROCEDURE**

#### **LAST REVIEWED**

Last Reviewed and Updated	Date: 12.1.2023
Administered By	Registrar's Office
Maintained By	Access, Retention, and Completion Committee (ARC)