

ARC 402 Policy

Active Military Deployment Withdrawal

PURPOSE

This policy provides academic and financial options for enrolled students that are being deployed, activated, or mobilized to manage their coursework obligations and maintain good academic standing with the institution, with minimal financial penalty or impact on grades.

This policy does not apply to reservists or members of the Guard who have annual pre-planned training events that conflict with the academic schedule. Reservists or members of the Guard who are aware of a training conflict in advance of the term should notify their faculty immediately to coordinate modifications in their course schedule as appropriate.

SUMMARY

CCC supports students who are members of the US Armed Forces. Students who are deployed, activated, or mobilized while taking courses will be allowed to withdraw with minimal penalty from the course at any time in the term and the college will work with the student to address any academic or financial effects that an early withdrawal may cause the student.

Academic Standing:

Students who are being deployed or mobilized can seek to withdraw from their courses by contacting the Registrar in the Enrollment Services Office. The Registrar, in consultation with identified faculty and the Veterans Education and Training Center staff, will determine the best course of action to manage the student's coursework from the following options:

- 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.

Financial Standing:

The Registrar will also notify the Bursar (Accounts Receivable), Financial Aid, and Veterans Education and Training Center staff to assist with resolving financial obligations as applicable.

EFFECTIVE DATE

This policy goes into effect immediately upon final approval.

RELATED

Refer to the Military Leave of Absence Procedure for specific details. Questions about this policy may be directed to the Clackamas Community College Registrar at registrar@clackamas.edu.

END OF POLICY

APPROVALS

Maintained By	ARC
ARC Committee Review	Date: 9.26.2018
ISP Committee – if appropriate	Date: N/A
College Council – first reading	Date: 11/3/17
College Council – second reading	Date:
President’s Council – if appropriate	Date: March, 20, 2018
ARC Final Review	Date:
Final Approved Document Posted to Web	Date:

ARC 402P

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1. Student emails registrar@clackamas.edu to submit their official military orders for the deployment, activation or mobilization.
2. Registrar coordinates with identified faculty member(s) and Veterans Education and Training Center (VET) coordinator to determine the best course of action regarding withdrawing the student from current coursework and receiving relevant grades.
 - a. Appeals regarding grades must follow the identified academic appeals process.
3. 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. Registrar notifies Financial Aid Director in case there are financial aid implications.
 - a. Financial Aid Director will send the student status updates about any changes or implications to financial aid as appropriate.
5. 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 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 coordinator.

END OF PROCEDURE