

STUDENTS CALLED TO ACTIVE DUTY

PURPOSE

This policy establishes guidelines and procedures to support and accommodate Edison State Community College students who are members of the United States Armed Forces and who are called to serve on active duty.

POLICY STATEMENT

When registered students are called to active military duty, it is often not possible for the students to have anticipated the effect this has on their enrollment status. Therefore, faculty and staff are encouraged to be as flexible as possible with the students who wish to arrange to complete coursework for credit. Following are options available to these students.

If a registered student is called to active duty during the course of a semester, term, or mod (defined as the first day of classes through the last day of classes), the student has the option of withdrawing from the College with a full tuition refund. The College Registrar will process the withdrawal as effective within the first two weeks of the semester or first week of a session (courses removed from the student's record) and issue a full tuition refund. If the class withdrawal (drop) deadline has passed, and the instructor agrees, the student has the option of arranging for Incomplete grades in one or more of the classes in which he or she is enrolled and dropping without financial penalty from the other classes, if any. If the final examination week has begun, then neither cancellation nor withdrawal is an option. Students may be able to complete the final exams and those not able to do so will be given Incompletes.

The duration of Incompletes resulting from any of the above provisions will be the normal 100 days from the end of the term or the "I" converts automatically to an "F." Grades of Incomplete convert to "F" upon graduation.

Students receiving veteran's educational benefits will have to comply with any regulations issued by the Veterans Administration relative to the timing of their benefits. During past conflicts, the Veterans Administration "applied mitigating circumstances" where appropriate, as presented by the student, and they paid veteran benefits based on enrollment up to the date of withdrawal, which was the date on which the student was required to report to active duty.

Students receiving financial aid who choose the full withdrawal option will be treated as a withdrawal in accordance with the Return of Title IV Funds regulations. The date of withdrawal will be the earlier of the date the student begins the withdrawal process, or the date that the student otherwise provides the notification. Federal and state funding agencies may issue specific guidelines, which must be followed.

For financial aid recipients choosing the partial withdrawal option (Incompletes in one or more courses), financial aid eligibility will be based on the criteria of the specific aid program (i.e., number of credit hours).

In order to effect these policies, the student must present proof of having been called to active duty. To do this, the student should fax to 833-594-1319 or mail a copy of the call-up orders to the Office of Registration & Records, 1973 Edison Dr., Piqua, OH 45356. Along with this, the student should include a written statement indicating which of the options described in the Policy section he or she has chosen to exercise, for each course in which he or she is enrolled.

In the case of Incomplete grades (I's) the arrangements must be worked out by the student and the appropriate instructor. The appropriate instructor should submit an "Incomplete Grade Request" for those courses.

References: Policy 3358-5-06 *Deadlines for Cancelling Registration, Adding Classes, Dropping Classes, and Withdrawing*

PERSONS AFFECTED

All Edison State Community College students who serve in the United States Armed Forces.