

AP 5013 Students in the Military

Reference:

38 U.S. Code Section 3679
ORS 341.499

Withdrawal Policies for Members of the Military

In no case may a college require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.

Requests for withdrawal should be submitted to the Clatsop Community College Welcome Center or via e-mail at registration@clatsopcc.edu.

Rights of Student Called to Active Duty

A student who is a member of the military (including the Reserves and U.S. and Oregon National Guard), a member of the commissioned corps of the National Oceanic and Atmospheric Administration, or a member of the Public Health Service of the U.S. Department of Health and Human Services detailed by proper authority for duty with the Army or Navy of the United States, and is called to federal or state active duty for more than 30 consecutive days has the following rights:

- 1) With regard to a course in which the student is enrolled and for which the student has paid tuition and fees, the right to:
 - Withdraw from the course;
 - Receive a grade of incomplete and, upon release from active duty, complete the course in accordance with Clatsop Community College's practice for completion of incomplete courses; or
 - Continue and complete the course for full credit;

- 2) The right to a credit for all amounts paid for room, board, tuition and fees;

If the student elects to withdraw from the College, the student has the right to be readmitted and reenrolled within one year after release from active duty without a requirement of redetermination of admission eligibility. In addition, the student has the right to the continuation of scholarships and grants awarded to the student that were funded by the College or the Office of Student Access and Completion before the student was ordered to active duty.



If the student elects to withdraw from a course in which they were enrolled, the College will not:

- Give the student academic credit for the course from which the student withdraws;
- Give the student a failing grade or a grade of incomplete or make any other negative annotation on the student's record; or
- Alter the student's grade point average due to the student's withdrawal from the course.

A student who elects to continue and complete a course for full credit is subject to the following conditions:

- Course sessions the student misses due to active duty shall be counted as excused absences and may not adversely impact the student's grade for the course or rank in the student's class.
- The student may not be automatically excused from completing course assignments due during the period the student serves on active duty.
- A letter grade or a grade of pass may be awarded only if, in the opinion of the faculty member teaching the course, the student completes sufficient work and demonstrates sufficient progress toward meeting course requirements to justify the grade.

END OF PROCEDURE

President's Cabinet Approval Date:	January 12, 2021
College Council Approval Date:	January 14, 2021
Last Revised:	January 14, 2021