



## ADMINISTRATIVE PROCEDURE

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**TITLE: Students in the Military**

**ADMINISTRATIVE PROCEDURE # 5013**

**RELATED TO POLICY # 5010 ADMISSIONS AND CONCURRENT ENROLLMENT**

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### **I. Withdrawal Policies for Members of the Military**

- A. 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.
  
- B. If a member of the military chooses to withdraw, the student should complete the Registration and Schedule Change Form as well as submit a copy of their deployment orders. The UCC Veterans Certifying Official will work with the student to provide the documentation.

### **II. Rights of Student Called to Active Duty**

- A. 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:
    - a. Withdraw from the course;
    - b. Receive a grade of incomplete and, upon release from active duty, complete the course in accordance with Umpqua Community College practice for completion of incomplete courses; or
    - c. Continue and complete the course for full credit;

2. The right to a credit for all amounts paid for tuition and fees;
- B. The College will honor this withdrawal policy for military students who are called to active duty for 30 days or less.
- C. If the student elects to withdraw from the College, the student has the right to be reenrolled within one year of his or her initial admissions application without completing a new application. Students who have been away longer than one year will be asked to reapply to ensure all information is current.
- D. 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 (OSAC) before the student was ordered to active duty. The UCC Veterans Certifying Official will work with the student to provide proper notification.
- E. If the student elects to withdraw from a course in which they were enrolled, the College will not:
1. Give the student academic credit for the course from which the student withdraws;
  2. Give the student a failing grade, a grade of incomplete without the proper paperwork, or make any other negative annotation on the student's record; or
  3. Alter the student's grade point average due to the student's withdrawal from the course.
- F. A student who elects to continue and complete a course for full credit is subject to the following conditions:
1. 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.
  2. The student may not be automatically excused from completing course assignments due during the period the student serves on active duty.
  3. 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.

**REFERENCES:**

38 U.S. Code Section 3679  
ORS 341.499

**RESPONSIBILITY:**

The Dean of Student Services is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 5/26/2020 by CC**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**