

## 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.

**EFFECTIVE DATE:** As of December 19, 2018

**END OF POLICY**

**APPROVALS**

Maintained By	Access, Retention, and Completion Committee (ARC)
ARC Committee Review	Date: 9.26.2018
ISP Committee – if appropriate	Date: N/A
College Council – first reading	Date: 10.5.2018

College Council – second reading	Date: 10.19.2018
President’s Council – if appropriate	Date: 12.4.2018
ARC Final Review	Date: 12.19.2018