POLICY STATEMENT

BridgeValley Community and Technical College (College) will ensure that students who are called to military duty are afforded a fair and efficient procedure of withdrawing from classes, completing course work or securing a leave of absence from course attendance. This policy also applies to military members who are reassigned to a geographic area that prevents them from attending class and completing coursework as planned.

PROCEDURES

In the event of an unexpected call to duty or geographic relocation, the military member student shall be afforded a choice of options for completion of enrolled coursework.

A service member who has completed less than 75% of the term may

1. Receive an “incomplete” grade for the courses and, with written verification of concurrence of the instructor or department chair, complete the course within one year of release from military duty, or
2. Withdraw from the course without academic penalty and receive no credit for the course pursued but receive a proportional refund of tuition and fees for the term as permitted within adherence to financial aid regulations.

A service member who has completed 75% or more of the term may

1. Receive the grade earned at the time he/she was called for deployment or relocation. or
2. Withdraw from the course without academic penalty and receive no credit for the course pursued.

Military members seeking relief under this rule must provide proof, in the form of a dated copy of official orders, that the call up or reassignment could not reasonably have been foreseen prior to the beginning of the term in which registered.

Appeals of institutional decisions shall follow the institutional academic grievance process and shall be decided at the institutional level. There shall be no further appeal to a higher entity or governing board.

Approved by: Cabinet Date: 9/5/2014