

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE**STUDENTS CALLED TO SERVE IN THE MILITARY**

Date approved by cabinet: May 25, 2023

Effective date: July 1, 2023

Expiration date (5 years from effective date if not renewed): July 1, 2028

Section 1. Policy Statement

- 1.1. 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.

Section 2. Definitions

- 2.1. Intra-semester short-term military activity: any military activity starting and ending within the start and end dates of a course, resulting in no more than 25% absence from the course, and requiring the student's participation.

Section 3. Procedures

- 3.1. 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.
- 3.2. A service member who has completed less than 75% of the term may:
 - 3.2.1. 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
 - 3.2.2. 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.
- 3.3. A service member who has completed 75% or more of the term may:
 - 3.3.1. Receive the grade earned at the time he/she was called for deployment or relocation, or
 - 3.3.2. Withdraw from the course without academic penalty and receive no credit for the course pursued.

- 3.4. Additionally, any service member who is required to participate in intra-semester short-term military activity (training, temporary duty assignment, etc.) will be given no less than the number of class days missed plus two additional weeks to complete assignments. If the intra-semester short-term military activity or additional time to complete assignments extends beyond the end of the semester, the student may receive an Incomplete grade in accordance with Policy C-OP- 2-14 Grades.
- 3.5. 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.
- 3.6. 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.