

STUDENT ABSENCE FOR MILITARY SERVICE

Related Board of Trustees Policy: BP 4.15

OPR: Vice President for Instruction

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Craven Community College's academic community includes a number of military students, both active duty and reserve. At times, these students may be called to fulfill their duties for training or deployment. The College uses the following procedures to support military students during service-related absences.

In the event of activation or deployment, the student should consult with his/her advisor and coordinate with instructors to determine the best course of action based on the length of absence and percentage of the term completed. The resolution may include alternate methods to complete coursework, an incomplete, or late withdrawal without academic or financial penalty.

- An alternate method to complete coursework, including online engagement, is appropriate for students who are enrolled in semester or shortened term (e.g. A-term, B-term, Late Start, Summer session), have completed the majority of a course, wish to complete the course and are deployed to active duty military service before the current term has ended, and the course is also available in an online format.
- An incomplete is appropriate for students who are enrolled in a semester or shortened term, have completed the majority of a course, wish to complete the course and are deployed to active duty military service before the current term has ended. If the student elects to receive an "I" (Incomplete), the grade of "I" must be removed during the first eight weeks of the next semester. The rules regarding conversion of an "I" to "F" grade will be suspended until the student returns from military duty. Should the student not return to the College, the "I" will revert to a "W" (Withdrawal).
- If the student leaves at a point in the semester after which a significant amount of work has been completed, the student may request the assignment of a grade for work completed. This option requires joint agreement of the student and faculty member(s).
- Late Withdrawal is appropriate for students who are enrolled in a semester or shortened term, are deployed to active duty military service and must begin that duty before the current term has ended, and who wish to be withdrawn from the course(s) s/he were enrolled in at the time of deployment.

Students should make military absence requests to their instructors and complete the appropriate Registration Change form and include a copy of the applicable military orders to qualify for the considerations detailed in this procedure.

If an enrolled student is deployed to active duty military service during the term, the student can:

- Drop all classes and all tuition charges will be waived with:
 - Personal payments refunded
 - Financial aid adjusted as required
 - Financial aid refunds repaid by student if appropriate
- Maintain all or part of enrollment with:
 - Tuition adjusted accordingly
 - Financial aid adjusted as required
 - Financial aid refunds repaid by student if appropriate

If there are unpaid student account balances at time of deployment, the College will work with individual students on payment arrangements. No collection actions will occur during deployment; however, student must resolve any unpaid balances prior to subsequent enrollment.

[Return to Table of Contents](#)