

<b>Title:</b>	<b>Mobilization or Activation of Reservists and National Guard</b>
<b>Effective Date:</b>	<b>08/22/2011</b>
<b>Date of Last Revision:</b>	<b>12/22/2011</b>
<b>Review Date:</b>	<b>10/30/2023</b>
<b>Cancellation:</b>	
<b>Responsible Office:</b>	<b>Office of Student Services</b>

## Mobilization or Activation of Reservists and National Guard

### *Policy*

Mobilization/ Activation during the first fourteen (14) class days of a regular semester [seven (7) days for summer sessions] will result in the complete withdrawal of the student from the college or university without penalty and without punitive grade. Tuition and fees which have been paid will be refunded 100 percent exclusive of student insurance fees and other non-refundable fees. Room and board payments will be refunded on a pro-rated basis.

Mobilization/ Activation during the period between the fifteenth (15th) class day [eighth (8) class day for summer sessions] and the last day to withdraw from classes with a grade of "W" will result in the awarding of the grade of "W" in all classes in which the student is officially enrolled. Tuition and fees which have been paid will be refunded 100 percent exclusive of student insurance fees and other non-refundable fees. Room and board payments will be refunded on a prorated basis.

Mobilization/ Activation during the period between the next class day after the last day to withdraw from classes with a grade of "W" and approximately one (1) to two (2) week s [five (5) to ten (10) class days] prior to the end of a regular semester [three (3) to six (6) class days for a summer session, will result in the student:

- A. Choosing to take the grade of "W" in all courses in which the student is officially enrolled. In this case, tuition and fees which have been paid will be refunded 100 percent exclusive of student insurance fees and other non-refundable fees. Room and board payments will be refunded on a prorated basis; or requesting, with the concurrence of the instructors of the affected courses in which the student is officially enrolled, to take an incomplete grade in some or all of these courses. Students are cautioned that prolonged absence may affect their ability to complete the coursework required for removal of incomplete grades. The student may choose to take the grade of "W " in some courses and request the grade of incomplete (with the instructor's concurrence) in other courses. This option will result in a refund of that portion of tuition paid for those courses in which the student chooses to receive a grade of "W"

(fees will not be refunded). Room and board payments will be refunded on a pro-rated basis.

Mobilization/Activation during the last five (5) to ten (10) class days of a regular semester [three (3) to six (6) class days for a summer session] will result in the student:

- A. Choosing to take the grade of "W" in all courses in which the student is officially enrolled. In this case, tuition and fees which have been paid will be refunded 100 percent exclusive of student insurance fees and other non-refundable fees. Room and board payments will be refunded on a prorated basis; or
- B. Requesting, with the concurrence of the instructors of the affected courses in which the student is officially enrolled, to take an incomplete grade in some or all courses. The student may choose to take the grade of "W" in some courses and request the grade of incomplete (with the instructor's concurrence) in other courses. This option will result in a refund of that portion of tuition paid for those courses in which the student chooses to receive a grade of "W" (fees are not refunded). Room and board payments will be refunded on a pro-rated basis; or
- C. Requesting, with the concurrence of the instructors of the affected courses in which the student is officially enrolled, to receive a final grade in some or all of his courses based upon the student's work in the course up to the date of mobilization/activation.<sup>1</sup> The student may request incomplete grades (with the concurrence of course instructors) in some courses, choose the grade of "W" in some courses, and request final grades based on course work completed (with the concurrence of course instructors) in some courses. This option will result in a refund of that portion of tuition paid for those courses in which the student chooses to receive a grade of "W" (fees are not refunded). Room and board payments will be refunded on a prorated basis, or
- D. Requesting, with the concurrence of the instructors of the affected courses in which the student is officially enrolled, to take an early final examination in some courses in order that the instructor can determine a final course grade for the student. The student may request (with the concurrence of the course instructors) to receive a final grade based upon course work prior to the date of mobilization/activation in some courses, request (with the concurrence of course instructors) incomplete grades in some courses, choose the grade of "W" in some courses, and request early final exams (with the concurrence of course instructors) in some courses. This option will result in a refund of that portion of tuition paid for those courses in which the student chooses to receive a grade of "W" (fees are not refunded). Room and board payments will be refunded on a pro-rated basis.

#### **Time Limit for Removing Incomplete Grades**

If the mobilized/activated student requests (with the concurrence of the course instructors involved) incomplete grades in all or some of the courses in which he/she is officially registered, the student shall have no longer than one year after conclusion of the involuntary term of active duty, to meet with university officials and work out a timetable for removing the incomplete grades(s).

## **Academic Status Upon Re-enrollment**

When students whose higher education academic careers are interrupted by mobilization/activation re-enroll in the same institution within one year of completion of their involuntary term of active service, SLCC will make every possible effort to place these students back into their academic studies track as close as possible to the same place the students occupied when mobilized/activated. The normal readmission application fee will be waived for these students. This will allow students to continue their academic studies with as little interruption as possible.

For students re-enrolling under circumstances as described above, every reasonable attempt should be made to give preferential enrollment into high demand courses necessary for them to continue their studies with as little interruption as possible. This is particularly necessary for students who are enrolled in curricula which require sequenced courses of study.

Time spent on mobilized active duty should not be counted in determining the institution catalogs under which the student may meet curricular or degree requirements. That is, where an institution allows the student to choose either the catalog in effect upon first entering the institution, as long as the student's attendance was continuous, or any subsequent catalog for a given period, the time while on involuntary active duty will not be counted. A person who, upon being offered separation from involuntary active duty, reenlists or otherwise voluntarily extends active duty retains the right of catalog choice only for the period of initial involuntary mobilization.

**Example A:** At a school that allows baccalaureate students the choice of six (6) years of catalogs, an August, 2000, first-time freshman normally would be allowed to meet baccalaureate requirements stated in the 2000- 2001 catalog or in any subsequent catalog in effect through the 2005-06 academic year. If that student began school and was mobilized for two years, the catalog choice could extend through the 2007-08 catalog.

Catalogs issued during the active duty period may be excluded from the choice.

**Example B:** If the student in Example A voluntarily extends active duty one year beyond the initial opportunity for separation, 2007-2008 would remain as the latest catalog choice.

**Example C:** If the student in Example A voluntarily extends active duty for two years, the institution could restrict catalog choices only to those beginning when the student re-enrolls. If certain courses required in a student's curriculum are no longer taught at the time of re-enrollment, the institution shall make reasonable accommodations with substitute courses, independent study or other appropriate means.

In instances of substantial curriculum change during the period of involuntary military service, the student's academic dean or department head may work with the student and prescribe a special curriculum, not necessarily following any given catalog, which will assure proper preparation of the student for his/her respective profession.

If a student's curriculum no longer exists at the time of re-enrollment, the institution shall reasonably assist the student in changing to a new curriculum or transferring to an institution where the desired curriculum is available.

### **Scholarships**

If a student is mobilized/activated while holding a scholarship under the control of SLCC in which the student is enrolled, then that student shall have this scholarship, or an equivalent scholarship, upon reenrolling after the student's period of involuntary active duty so long as the student remains otherwise eligible. This provision shall lapse if the student does not re-enroll in SLCC at the time of mobilization/ activation within a one-year period from the time of separation from his/her involuntary active-duty period.

### **Books**

Since course textbooks change regularly, students who are mobilized/activated are strongly urged to sell those course textbooks they do not intend to keep for their personal collection at the time they leave the college or university. If these textbooks are to continue being used in the courses involved, SLCC should arrange for the purchase of these textbooks by the campus bookstore, if such exists.

### **Student Grants and Loans**

If students who have received grants and loans for attending college are mobilized/activated before the end of the semester, any tuition and fees refunds may have to be returned to the granting agency. Students should consult with the Financial Aid Officer of SLCC to obtain clarification and/or further information on this matter.

### ***Attachments***

### ***Reference:***

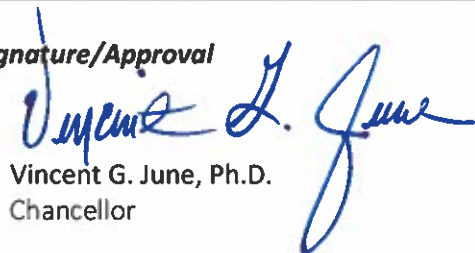
### ***Policy Reference:***

### ***Review Process:***

Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
Responsible Office	10/30/2023		
Committee for Institutional Policy Review	Rev 1: 12/12/2023	12/12/2023	
Executive Leadership Team	Rev 1: 01/17/2024	01/18/2024	08/22/2011

### ***Chancellor's Signature/Approval***

SIGNATURE:

  
Vincent G. June, Ph.D.  
Chancellor

DATE:

1/18/24

### ***Final Distribution:***

Electronic: posted to College's website and sent via email to college personnel

Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review