

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES STUDENT MILITARY SERVICE	Policy 6.02.12
-----------------------------------	---	-------------------

I. **ABSENCE FOR MILITARY SERVICE**

The College shall allow any enrolled student who is in the United States Armed Forces who has received temporary or permanent re-assignment as a result of military operations and to any student who is a National Guard service member placed onto State active duty status during an academic term to be given an excused absence for the period of time the student is on active duty.

- A. The College shall provide the student the opportunity to make up any test or other work missed during the excused absence.
- B. The College shall give the student the option, when feasible, to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty.
- C. The College shall give the student the option of receiving a temporary grade of "incomplete" or "absent from the final exam" for any course that the student was unable to complete as a result of being placed on State active duty status; however, the student must complete the course requirements within one (1) semester following his/her return from active service to avoid receiving a failing grade for the course.
- D. The College shall permit the student to drop, with no penalty, any course that the student was unable to complete as a result of being placed on State active duty status.

II. **MILITARY REFUND**

Upon request of the student, the College shall:

- A. Grant a full refund of tuition and registration fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations that make it impossible for them to complete their course requirements.
- B. Buy back textbooks through the college bookstore operations to the extent allowable under the college's buy back procedures.

Legal Reference: 1B SBCCC 500.1
1E SBCCC 900.4

Adopted: January 23, 2018

Revised: March 2022