

# **NORTHEAST COMMUNITY COLLEGE**

**ADMINISTRATIVE PROCEDURE NUMBER: AP-5150.0**

**FOR POLICY NUMBER: BP – 5150**

## **STUDENT MILITARY LEAVE**

### **1. PROCEDURE SUMMARY STATEMENT**

To establish protocol for students called into military service while enrolled at Northeast Community College (Northeast).

### **2. DEFINITIONS**

N/A

### **3. PROCEDURE**

3.1 Students who have their education at Northeast interrupted as the result of being called into active military service will follow the subsequent protocol:

3.1.1 The student will contact the Director of Financial Aid and the Veterans Certifying Official at the College prior to leaving for active service. The student veteran/reservist must provide a copy of the orders of activation. The copy of the orders will be on file in the Admissions & Registration Office.

3.1.2 The student will communicate the anticipated military leave to current instructors. The Veterans Certifying Official, within 48 hours of the student's anticipated leave date, will make a follow-up contact with the student's instructors.

3.1.3 Students being called to active military service for three weeks or less will be granted a leave of absence from the College to fulfill military obligations. Upon the student's return to the College, every effort will be made to grant the student a timeline equivalent to double the amount of time the student was absent for completion of work missed. The maximum six-week time period may be extended per individual instructor discretion.

3.1.4 If a student's absence extends beyond three weeks, the student will be administratively withdrawn, the respective course(s) will be noted with a "W" on the student's transcript, and a full refund of tuition and fees will be issued. Return of any Title IV Aid received will be calculated as of the last date of attendance prior to the military leave.

3.1.5 Students living on campus will have the option of relinquishing their on-campus housing or be charged for the amount of time their belongings remain in housing. Meal plans will be adjusted accordingly.

- 3.1.6 Upon return from active service, if the cumulative length of the most recent absence, combined with all previous active military leave absence(s) from the College does not exceed five years, the following criterion will apply:
- 3.1.6.1 The eligible student will be given priority re-entry to the program of study being pursued prior to military leave (or a similar program, if the same program does not exist).
  - 3.1.6.2 The eligible student will be admitted with the same enrollment and academic status.
  - 3.1.6.3 If the eligible student is deemed underprepared, the College will make reasonable efforts, at no cost to the student, to prepare the student to complete the program.
  - 3.1.6.4 During the first academic year of readmission to Northeast, the eligible student will be assessed the same tuition and fee charges in effect during the academic year the student left on military leave.
- 3.1.7 Northeast is not required to readmit an eligible student returning from military leave into their previous program if the College can demonstrate through a preponderance of the evidence that the eligible student is significantly unprepared to resume the program or will not be able to complete it.

#### 4. APPLICABILITY

N/A

**ISSUE DATE:** 02/27/2019

**EFFECTIVE DATE:** 02/27/2019

**REVISION DATE(S):** 10/11/2001 (item #9008); 09/09/2010 (item #10696); 06/13/2013 (item #11269); 05/01/2014; 02/27/2019

**PRIOR POLICY/PROCEDURE NUMBER:** 5080.a

**SCHEDULE FOR REVIEW:** 2024

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Student Services

**SPONSORING DIVISION/DEPARTMENT:** Student Services

**RELATED PROCEDURES/ REFERENCE:** none

**PROCEDURE KEY WORDS:** military duty; military leave