

**THREE RIVERS COLLEGE  
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SR 2180 Military Duty	Page 1 of 5
Primary Policy: SP 2180 Military Duty	
References: 32 U.S.C. 502 (f)(1) or the authority of 10 U.S.C. 12301 (d) or 10 U.S. C. 12304	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 09-19-2012	Last Revision: 02-28-2017

Three Rivers College supports those students who must withdraw in a given semester because they have been called to active military duty. The college will work individually with any student with extenuating circumstances involving a military call to active duty, that would normally necessitate a withdrawal from the college, to work out arrangements in the student's best interest academically and financially. Exceptions to this regulation are to be determined by the Chief Student Services Officer.

Students called into service of the United States pursuant to 32 U.S.C. 502 (f)(1) or the authority of 10 U.S.C. 12301 (d) or 10 U.S. C. 12304 or any such call or order by the President of the United States or the Congress or the governor, to active service for training, prior to the completion of the semester or similar grading period, that student will be eligible for

1. A complete refund of all tuition and incidental fees for that semester,
2. An award of a grade of "incomplete", or
3. Under special circumstances the issuance of a final grade based on current course work.

**Military Call to Active Duty**

If called to active duty, a student is encouraged to notify the Enrollment Services Office in advance either in writing or orally, unless the student cannot provide notice because the mission is classified. If possible, the student is requested to provide verification of the call to active duty by providing a copy of the service orders to the Enrollment Services Office. The student may also sign an affidavit attesting to such an order, which includes an address or telephone number where the Enrollment Services Office can verify the order. If the student provides advance notice of the call to active duty, the student should inform the Office of Student Services in writing one of the following options he or she chooses:

- Students called to active duty may choose to be retroactively withdrawn from all courses. Students electing this option will receive a 100% refund for the course and the academic record will not show an attempt for the courses. If during the college drop period, a complete withdrawal resulting in all tuition charges removed and refunded.

**THREE RIVERS COLLEGE  
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SR 2180 Military Duty	Page 2 of 5
Primary Policy: SP 2180 Military Duty	
References: 32 U.S.C. 502 (f)(1) or the authority of 10 U.S.C. 12301 (d) or 10 U.S. C. 12304	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 09-19-2012	Last Revision: 02-28-2017

- Students called to active duty may choose to withdraw from some of their courses. (This option will generally apply to those students enrolled in a combination of traditional and online course but is not limited to those students). For those courses in which the student elects to withdraw, a 100% refund for those courses only will be issued and the academic record adjusted to remove the course attempt. Students should work closely with the Office of Student Services to determine the implications to financial aid, if any.
- Students called to active duty may elect to receive a grade of "Incomplete" if the student has completed a minimum of 75 percent of the required coursework and is currently passing the course with a grade of "C" or higher. There will not be any tuition adjustment for courses assigned "I" grades. The incomplete grade must be removed by the completion of the necessary requirements of the course within one regular semester or the student will receive a grade of "F" for the course. The student is required to complete his/her work at a time determined by the instructor.
- Students called to active duty may elect to receive a final grade based solely on the work completed in the course provided that the student has completed a minimum of 75 percent of the course requirements, as determined by the instructor.

A student receiving Veteran's Benefits should notify the Enrollment Services Office in order to complete required documents.

A student receiving financial aid will be subject to the refund policies of the agencies sponsoring the aid.

Three Rivers College scholarship awards will be preserved for students holding such awards when called to active duty. These scholarship awards may be reclaimed by students returning from active duty for a period of five years after their release from active duty. Any federal grant or loan awards that the student may have received will be governed by the applicable policies established by the Department of Education.

A student who is living in a residence hall will receive a 100% refund for room and board. Room and board will only be refunded if the student chooses to withdraw from the semester completely. Students choosing any option other than total withdrawal from the college will receive no refund.

**THREE RIVERS COLLEGE  
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SR 2180 Military Duty	Page 3 of 5
Primary Policy: SP 2180 Military Duty	
References: 32 U.S.C. 502 (f)(1) or the authority of 10 U.S.C. 12301 (d) or 10 U.S. C. 12304	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 09-19-2012	Last Revision: 02-28-2017

Textbooks may be returned to the College Bookstore for credit, based on bookstore policies. A student will need to present his or her bookstore receipt, student ID, and a copy of their military orders at the service counter to receive a refund.

If a student is called to active duty in his or her last semester before graduation, the student should contact the Office of Student Services to determine if graduation requirements can be completed.

Any student required to withdraw due to a call of duty shall be given priority in registration upon return to the college for the semester immediately following his or her discharge from active duty.

Exceptions to this policy require approval of the Chief Student Services Officer and the Chief Academic Officer.

**Readmission to the college**

A student called to active duty for a period of more than 30 days, is entitled to reenroll at the college provided the student meets the following requirements:

- the cumulative length of the student's absences from the college because of service on active duty does not exceed five years (which period may be extended in certain cases, as provided by statute);
- the student notifies the college upon completion of service that he or she intends to reenroll at the college; and
- the student has not been discharged from the Armed Forces with a dishonorable or bad conduct discharge.

The college will readmit the student upon the student's inquiry about returning to the college. The student will be readmitted with the same academic status as at the time they withdrew due to being called to active duty. The College agrees to admit the student:

1. To the same program to which he or she was last admitted by the institution or, if that program is no longer offered, the program that is most similar, unless the student requests or agrees to admission to a different program;

**THREE RIVERS COLLEGE  
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SR 2180 Military Duty	Page 4 of 5
Primary Policy: SP 2180 Military Duty	
References: 32 U.S.C. 502 (f)(1) or the authority of 10 U.S.C. 12301 (d) or 10 U.S. C. 12304	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 09-19-2012	Last Revision: 02-28-2017

2. At the same enrollment status that the student last held at the institution, unless the student requests or agrees to admission at a different enrollment status;
3. With the same number of credit hours completed previously by the student, unless the student is readmitted to a different program to which the completed credits hours are not transferable;
4. With the same academic standing the student previously had.

**THREE RIVERS COLLEGE  
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SR 2180 Military Duty	Page 5 of 5
Primary Policy: SP 2180 Military Duty	
References: 32 U.S.C. 502 (f)(1) or the authority of 10 U.S.C. 12301 (d) or 10 U.S. C. 12304	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 09-19-2012	Last Revision: 02-28-2017

**DOCUMENT HISTORY:**

- 09-19-2012:** Initial approval of regulation SR 2180 Military Duty.
- 09-16-2015:** Revision of position title Chief Student Success Officer to Chief Student Services Officer.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College. Clerical errors found and changed Office of Student Success to Office of Student Services.
- 02-28-2017:** Minor language changes in first paragraph.