



## **AP 5013      Students in the Military**

References:      Education Code Sections 68074, 68075, 68075.5, and 68075.7;  
Title 5 Sections 55023, 55024, 54041, 54042, 54050, and 58620;  
Military and Veterans Code Section 824;  
38 U.S. Code Section 3679

Approved:              July 9, 2018

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### **Residence Determinations for Military Personnel and Dependents**

See AP 5015 – Residence Determination.

### **Withdrawal Policies for Members of the Military**

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a "W" or a "MW." Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals. In no case may a military withdrawal result in a student being assigned an "FW" grade. In no case may the District require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.

The District will make every effort to accommodate the needs of a student called to active military duty during an academic term. Students who receive orders to report for active U.S. military duty are instructed to contact the Admissions and Records Office. A student in this situation must present their Military Orders to initiate accommodations regarding coursework in progress.

Several approaches may be taken:

1. It may be necessary for a student to withdraw from all courses to fulfill military obligations. In this circumstance, the student will be withdrawn with a "MW" (Military Withdraw) notation on the student's transcript. All tuition and fees will be refunded.
2. It may be feasible for a student to receive an Incomplete in a course or courses. If it is not feasible to receive an Incomplete or if an Incomplete was received but the work cannot be completed due to a change in circumstances, a student will be allowed to drop a course or courses with a full refund of tuition and fees associated with the dropped course(s).
3. If orders are received late in the term, it may be feasible for a student to complete coursework, with instructor permission, prior to leaving.

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses may contact the Counseling and Advising Center to request a military leave of absence. A military leave of absence allows a student to maintain catalog rights to specific degree and General Education requirements and remain eligible for continuing student priority registration upon returning to enroll in courses. Procedures for filing a military leave of absence are listed in the course catalog.