

WITHDRAWAL AND REINSTATEMENT POLICIES

READMISSION OF SERVICEMEMBERS

If a learner cannot attend the academic program because of military service, the College will readmit the servicemember with the same academic status upon their return as when the learner previously attended an academic program or was accepted for admission.

The learner must notify the College of the military service and intention to return to school as follows.

Notification of Military Service

The learner (or an appropriate officer of the Armed Forces or official of the Department of Defense) must give oral or written notice of such service to the College as far in advance as possible. This notice does not need to state the learner's intention to return or a return date. Alternatively, at the time of readmission, the learner may submit an attestation of military service that necessitated the learner's absence from the College. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.

Notification of Intent to Return to the College

The learner also must give oral or written notice of intent to return to the academic program within three (3) years after the completion of the period of service. A learner who is hospitalized or convalescing as a result of an illness or injury incurred or aggravated during the performance of service must notify the College within two (2) years after the end of the period needed for recovery from the illness or injury. A learner who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission but is subject to the College's established withdrawal policy. The College will promptly readmit the learner into the next semester in the academic program beginning after the learner provides notice of intent to reenroll, unless the learner requests a later date, or unusual circumstances require the College to admit the learner at a later date. The College will admit the learner with the same academic status, which means the learner is admitted:

- to the same academic program to which the learner was last admitted or, if that exact academic program is no longer offered, the academic program that is most similar to that program, unless the learner chooses a different program.
- at the same enrollment status, unless the learner wants to enroll at a different enrollment status.
- with the same number of credit hours or clock hours previously completed, unless the learner is readmitted to a different academic program to which the completed credit hours or clock hours are not transferable.
- with the same academic standing (e.g., with the same Satisfactory Academic Progress status) the learner previously had.

If the learner is readmitted to the same academic program, for the first academic year in which the learner returns, the College will assess the tuition and fee charges that the learner was or would have been assessed for the academic year during which the learner left the College. However, if the learner's veteran's education benefits or other servicemember education benefits will pay the higher tuition and fee charges that other learners in the academic program are paying for the year, those charges will be assessed to the learner as well.

If the learner is admitted to a different academic program, and for subsequent academic years for a learner admitted to the same program, the learner will be assessed no more than the tuition and fee charges that other learners in the academic program are assessed for that academic year. The cumulative length of the absence and of all previous absences from the College for military service may not exceed five (5) years. Only the time the learner spends performing service is counted.