

CLOUD COUNTY COMMUNITY COLLEGE

TOPIC: Military Leave of Absence - Procedures

Policy Number:
E19

The Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020 (§ 1018) requires the maintenance of a policy that ensures members of the Armed Forces, including the reserve components and the National Guard, may be readmitted to their educational program, or otherwise accommodated, for absences due to serving in the Armed Forces.

In accordance with P.L. 117-328 (§ 3691A), the procedure below will be followed to ensure military students will be accommodated for a leave of absence due to service in the Armed Forces:

1. Once orders are received for active duty, it is the responsibility of the student to provide a copy of the official letter of notice to the VA School Certifying Official for their respective campus.
2. The student can choose, based on their situation, progress in the academic term, and expected length of leave of absence, to request either a grade of Incomplete or to withdraw from course(s). It is recommended the student visit with their instructors and academic advisor to determine the best course of action.
 - a. A student who chooses Incomplete grades will be required to abide by Policy D3 (Grades and Grading – Procedure).
 - i. Any student unable to complete the instructional requirements in the timeframe allotted for a grade of Incomplete will have their grade changed to an administrative withdrawal. All tuition, fees, textbooks, and supplies will be refunded accordingly upon administrative withdrawal.
 - b. All individual or total withdrawals will be required to abide by Policy D5 (Enrollment and Withdrawal – Procedure).
 - i. Upon withdrawal, students will receive a 100% refund of all tuition and fees.
 - ii. Electronic textbooks will be refunded. Any physical material can be returned for a refund if it is in acceptable condition (no damage). Devices such as laptops, lab kits, or drone kits which remain with the student will not be refunded.
 - iii. Upon withdrawal, payments made for dormitory housing will be refunded for the academic term for which the student withdraws.
3. Students not enrolled in courses at CCCC for a period of more than 12 months will need to reapply for admission. Any absence of less than 12 months does not require readmission; the student will only need to enroll in courses for the semester in which they choose to come back.
 - a. In accordance with Policy E2 (Admissions – Procedures), once a student has reapplied, they will be accepted back into their program.
 - b. Nursing students are allowed readmission for up to 18 months after withdrawal due to military leave of absence.