

## **Military Active Duty Policies & Procedures**

WCTC's policy regarding military-connected persons complies with both federal and State law and WTCS requirements. The procedures are designed to minimize the hardships that these individuals may face in completing both their military obligations and academic goals.

### **1. Student Called for Military Service – Active Duty**

- Students called for active service in the armed forces of the United States or who are requested to work for the Federal Government during a national emergency will receive a 100% refund of all tuition and fees (as allowed for under Section 10.08 of Chapter TCS 10, "special circumstances involving unforeseen hardship").
- Students called for active service in the armed forces of the United States or who are requested to work for the Federal Government during a national emergency will receive priority readmission and service members who perform service whether voluntary or involuntary, for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days will be promptly readmitted to the institution with the same academic status as long as they meet the following conditions:
  - The institution was given notice of the service member's absence for service.
  - The cumulative length of absences from the institution by reason of service does not exceed five years.
  - The service member gave notice of his or her intent to return no later than three years after the completion of the period of service (for a service member who is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the performance of service, notice must be provided no later than two years after the end of the period necessary for recovery).

### **2. National Guard or Selected Reserve** - If a student who is a member of a national guard or a member of a reserve unit of the U.S. armed forces withdraws from school after September 11, 2001, because he or she is called into State active duty or into active service with the U.S. armed forces, WCTC shall do all of the following:

- Ensure that the student is provided a reasonable opportunity to complete final projects and final examinations for all courses in which the scheduled end date of the course is not more than 30 days after the date of the order calling the student into active duty or service unless such an accommodation cannot be reasonably made.
- At the student's request, do one of the following for all courses from which the student had to withdraw:
  - Reenroll the student beginning in the term in which he or she is discharged, demobilized, or deactivated from active duty or the next succeeding term, whichever the student prefers.
  - Give the student the same priority in registering for courses that the student would have had if he or she had registered for courses at the beginning of the registration period.

## **Military Non-Emergency Excused Absentee Policy**

WCTC considers certain class absences to be officially excused without jeopardizing student academic standing. Students shall be excused from classes for military service/requirements and VA appointments. Students shall not be penalized for excused absences and shall be allowed to make up missed quizzes or tests.

- Exceptions would include a class in which the nature of the class makes attendance and active student participation a mandatory requirement, such as classes that have a State or accrediting agency requirement regarding a minimum number of hours of instruction; seminars with frequent in-class student discussions; and/or classes, clinical or labs with specific learning activities that cannot be made up with reasonable accommodations.

In order to qualify for an excused absence, students will:

- Notify their instructor(s) of the conflict requiring the absence in advance of the scheduled conflict;
- Submit any homework or other projects due prior to the scheduled conflict;
- An excused absence does not excuse the student from learning the course material, from submitting any required assignments, or from meeting any other course requirements. If the student's absence becomes excessive to the point of inability to complete the documented requirements of the course(s), students may be required to withdraw, take an incomplete, or make alternative arrangements with the instructor(s).

-OR-

- Students shall not be penalized for class absence due to unavoidable or legitimate required military obligations not to exceed two (2) weeks unless special permission is granted by the instructor.
- Students are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation within the guidelines of military orders to verify the reason for the absence.
- The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade.

***For absences due to a student being deployed for active duty, please refer to the Active Duty Procedure.***