

West Virginia Northern Community College Military Student Withdrawal Rule

Rule Number: NC-4016

Effective Date: May 1, 2016

Date Approved by WVNCC Board of Governors: 2/25/2016

Authority Reference: WV Code 18B-1-6 and 18B-4-10; Title 135 Procedural Rule, Series 56, WV Council for Community and Technical College

Replaces previous rule dated: NA

Purpose:

To ensure that enrolled students who are called to military duty are afforded a fair and efficient procedure of withdrawing from classes or completing coursework.

Rule:

Students must contact the Veteran's Counselor to initiate the Military Withdrawal procedure.

In the event of an unexpected call to duty, the military member student shall be afforded a choice of options for completion of enrolled coursework.

1. If the military member student has completed 75 percent or more of the term and the required coursework, s/he may choose to:
 - a. Receive full credit for the course, with assignment of the grade earned up to the time of the call to duty, or
 - b. Withdraw from the course without academic penalty and receive no credit for the course pursued.

2. If the military member student has completed less than 75 percent of the term and the required coursework, s/he may choose to:
 - a. With written verification of concurrence of the instructor or department chair, receive an "incomplete" grade for the course and complete the course within one year of release from military duty. Institutional timelines for completing the coursework and removing the "incomplete" grade shall be published, or
 - b. Withdraw from the course without academic penalty and receive no credit for the course pursued but receive a proportional refund of tuition and fees and room and board for the term, as permitted within adherence to financial aid regulations.

2/25/2016

Any course required in an externally accredited program is reviewed to determine if the military withdrawal procedure can be applied.

Military members seeking relief under this rule must provide proof, in the form of a dated copy of official orders, that the call up or reassignment could not reasonably have been foreseen prior to the beginning of term in which registered.

This rule shall not be applicable in the case of planned military training during an enrolled term if the planned military training was scheduled and the military member notified of it prior to the beginning of the term.