	ACADEMIC AFFAIRS POLICY		Page 1 of Click here to enter text.
	Issued: (original policy date) September 26, 2001		Revised: (date) 11/14/16

Policy Title: ***Call-up to Active Duty of Armed Forces Reservists and National Guard Members***

Policy Status: ☐ New

☒ Revision

☐ Supersedes existing policy titled: Click here to enter text.

☐ Deletion

Policy Purpose/Reason: Click here to enter text.

Effective Date of Policy (Note: Enter a date here only if the effective date is not next July 1): Click here to enter text.

Background:

The original policy issued via memo from Sam Gingerich (VPAA) to Rich Baca (Dean of Students) and Paul Jones (Dean of Enrollment Management), September 26, 2001. With slight modification, this is an attempt to publish the existing policy.

Definitions: Click here to enter text.

Full Policy Statement: Students called to active duty should present their orders to the Registrar's Office. Once students called to active duty have identified themselves and have shown copies of their orders, there are two possible paths these students may follow.

Option 1: Students withdraw from all classes in which they are enrolled.

Students selecting this option will be administratively withdrawn from all classes, grades of W will be assigned, and the students will receive a complete refund of tuition and fees.

Option 2: Students request "I" (Incomplete) grades in each of their classes.

Students selecting this option will not receive a refund of tuition and fees. The student has one semester to complete their course requirements once they return from active duty. Students receiving financial aid should consider this option. If they withdraw completely from school, receive "W" grades in their classes, and are given a refund, they would be required to repay most or all their financial aid award, not merely the part refunded for tuition and fees. Students living in the dorms and/or who are on a food plan should be given a prorated refund of unused portions of payments made, regardless of options selected by the student.

Please note this refund policy does not apply to students called to active duty for training. Active duty training includes Initial Entry Training, such as Basic Training or Boot Camp and Advanced Individual (AIT) or Military Occupational

Specialty Qualification (MOS-Q) Exclusions or Special Circumstances: Click here to enter text.

Policy Summary for Catalog: Students who have been called to active military duty during the middle of an academic term will be given special consideration for withdrawal and tuition reimbursement. Visit the relevant policy at <http://www.coloradomesa.edu/academic-affairs/policies.html> for further information.


Related Documents:

Policies: Withdrawal Procedures (catalog)

Forms: Click here to enter text.


Other: Click here to enter text.

Approved by (signatures as applicable):

Faculty Senate Committee  representative/date 11/18/16

Faculty Senate  representative/date 11/18/16

Vice President for Academic Affairs  /date 11-18-16

President  /date _____

Board of Trustees (if applicable) BOT Approval /date 1-17-18-2017

Expiration Date (if applicable): Click here to enter text.