

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
POLICY NO. BP- 6.12**

**TITLE:        MILITARY STUDENT WITHDRAWAL**

**Section 1. GENERAL**

- 1.1     Scope – This rule delineates the responsibilities of EWVCTC to deal with unexpected withdrawals from school by military member students.
- 1.2     Authority – West Virginia Code 18B-1-6 and 18B-4-10 and Series 56. Procedural Rule 136-56 WVCCTC.
- 1.4     Effective Date – **March 16, 2016**

**Section 2. PURPOSE**

- 2.1     The West Virginia Council for Community and Technical College Education and the West Virginia Higher Education Policy Commission are responsible to provide uniform course completion provisions for all military member students who are enrolled at the state institutions of higher education under their respective jurisdictions when those students are called to military duty.
- 2.2     This rule shall ensure that enrolled students who are called to Active Military Duty are afforded a fair and efficient procedure of withdrawing from classes, completing course work or securing a leave of absence from course attendance, when feasible.
- 2.3     This rule shall provide guidelines for maintaining the academic integrity of the course work in a manner that is reasonably accommodating to the student under the circumstances.

**Section 3. DEFINITIONS**

- 3.1     **Called to Active Military Duty.** Called or ordered to state or federal active service in any active duty or reserve component of the Armed Forces of the United States or of the National Guard of this state or any other state.
- 3.2     **Military Member.** Any Person who is an active member of the regular military of the United States or a Reserve unit of any branch of the United States Military or National Guard Unit.
- 3.3     **Unexpected Withdrawal.** A withdrawal from school necessitated solely because of an unforeseen, unplanned, emergent military call up or

geographic reassignment that prevents the military member student from attending class and completing coursework as planned. Geographic reassignment must be demonstrated by orders clearly stating that the student is physically relocating during the term in question.

#### **Section 4. IMPLEMENTATION RESPONSIBILITY**

**4.1 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.**

**4.1.1 If the military member student has completed 75 percent or more of the term or required coursework, s/he may choose to:**

**4.1.1.a Receive full credit for the course, with assignment of the grade earned up to the time of the call to duty, or**

**4.1.1.b Withdraw from the course without academic penalty and receive no credit for the course pursued.**

**4.1.2. If the military member student has completed less than 75 percent of the term or the required coursework, s/he may choose to:**

**4.1.2.a Receive an “incomplete” grade for the course and, with written verification of permission of the instructor or department chair, complete the course work within one year of release from military duty. Institutional timelines for completing coursework and removing the “incomplete” grade shall be published, or**

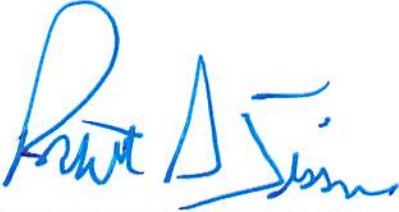
**4.1.2.b Withdraw from the course without academic penalty and receive no credit for the course pursued but receive a proportional refund of tuition and fees for the term, as permitted within adherence to financial aid regulations.**

**4.2 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 the term in which registered.**

**4.3 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.**

**Section 5. APPEAL PROCESS**

5.1 Appeals of institutional decisions shall follow the institutional academic grievance process and shall be decided at the institutional level. Once the institutional grievance process has been exhausted, there shall be no further appeal to a higher entity or governing board.



---

**BOARD OF GOVERNORS, CHAIR**

5/12/16

---

**DATE**