

Activation of Reservists and Call to Assist of Emergency Personnel Emergency Procedures

PURPOSE

To assist students attending CCC (both US citizens and foreign nationals) when called for military duty or emergency personnel who are called to assist.

PROCEDURES

Student contacts the Veterans Services Office (VSO) in Student Services' Office of Student Financial Assistance indicating activation for military duty or call to assist. The student will need to initiate the Military Activation Form (MAF). The student will be required to provide a copy of the Military Duty Activation or Call to Assist Order and a Deactivation Order when he/she is released from military duty. The Veterans Services Office may be authorized to act on behalf of the student to resolve selected obligations with the institution and may initiate the Military Activation Form (MAF) on behalf of the student.

If the student cannot contact the VSO prior to departure, action will be taken to correct the situation after the student re-enrolls and will involve administrative grade changes.

Administrative withdrawal:

100% refund of all tuition and fees; the MAF will initiate the refund request and the student will not be required to complete the Refund Request Form.

The Registrar shall administratively assign a grade of W to the transcript for each course.

Administrative Incomplete:

- The Registrar will administratively assign a grade of Incomplete to the transcript for each course. Appropriate documentation will be placed in the student's educational record.
- The catalog year declared by the student and program requirements will be maintained for a 1 year period. A student may appeal the catalog year determination upon his/her re-enrollment.
- The instructor will be notified of student status.

Reinstatement:

The College will work with the student on reinstatement of enrollment if the student's absence from classes **is less than the full semester in which the student was enrolled.** Reinstatement may include enrollment in the same course(s) or transfer of credit for tuition and fees to enrollment in the same course in a different session.

Completing Course Requirements:

Students may choose one of the following to complete course requirements:

Fulfill the course requirements within one semester following the initiation of the Administrative Incomplete.

Enrollment in the course in a subsequent session in which a tuition and fees credit has been forwarded.