

## **3354-1-30-12 Military Call-up to Active Duty and Reenrollment Policy**

The following guidelines apply to all students called involuntarily to active duty who wish to alter their schedules due to deployment.

### **A. Definitions**

1. Active duty has the same meaning as 10 USC § 101(d)(1).
2. Student has the same meaning as 3354-1-30-03.5(C)(1) (dd).
3. U.S. Armed Forces has the same meaning as 10 USC § 101(a)(4).

### **B. Process**

1. Students should complete Tri-C's Military Call-Up form, along with a copy of their military orders. This form can be located on the Veteran and Military Connected Services (VMCS) webpage. The fillable form and copy of orders can be submitted in person to VMCS staff, or by sending electronically as an email attachment sent to any VMCS staff member. Contact information can be found at <https://www.tri-c.edu/veterans/>.
  - i. If students must leave immediately, they may contact VMCS staff, providing their name and Tri-C student number, along with their reserve unit designation and location, the name of unit aid and phone number.
  - ii. Students who must leave abruptly due to being called involuntarily to active duty will be given every consideration upon their return and their abrupt departure will not be held against them for reenrollment into the College at the same level and same academic program provided they had not been academically dismissed. Once the Veteran or U.S. Armed Forces member is able to return to classes they will be reenrolled into the same program with the same academic standing when previously enrolled.
  - iii. If the academic program is no longer offered, the College will work with the student to select an alternate program.
2. Students called into active duty may request withdrawal (which will result in a "W" grade unless prior to the "no record" date established by the College) from all or a portion of their classes.
  - i. Students called to active duty may request other options such as an incomplete.
  - ii. Requests for withdrawal or incomplete grades will be subject to review and recommendations by a committee assigned to this task.
  - iii. If a student does not withdraw from all courses, they must be sure that they can complete the requirements of the registered courses.
  - iv. Requests will be reviewed within one business week of submission. Recommendations from the Committee will be the final determinants of requested processing.

- v. Students who wish to withdraw will be withdrawn as per the College's Withdrawal Exception policies. Refunds will be issued in accordance with College policy and applicable regulations.
  - 3. Incomplete due to Call-up to active duty:
    - i. Students who have been called involuntarily to active duty as a member of a unit or as an individual reservist will be accorded certain procedural prerogatives provided, they follow the established exit procedure, including submission of Tri-C's Military Call-Up form and submit a copy of their mobilization order.
    - ii. The student should make every effort to contact instructors.
  - 4. In the event that a unit is immediately deployed, and the established procedure cannot be followed, please contact a staff member from the Veteran and Military Connected Services Center. Contact information can be found at <https://www.tri-c.edu/veterans/>. Students should provide their name, student number, reserve unit designation and the unit's permanent location and contact information.
  - 5. Whether a student takes an incomplete or withdraws is a decision left to the student and the instructor of each course. In some cases, a student may be able to finish the course by making arrangements with the instructor. Instructors may not unilaterally decide to not provide accommodations under this policy and must engage with the Dean of their School to discuss any concerns about arrangements.
  - 6. Students who had to leave without being able to make arrangements with the University will be given every consideration upon their return and their abrupt departure will not be held against them.
- C. Student Responsibilities
- 1. The student should contact each instructor and determine whether it is best to withdraw or take an incomplete and devise a plan to complete the work. If there is not time to contact each individual instructor, the student should contact VMCS staff ([tri-c.edu/veterans](https://www.tri-c.edu/veterans/)) and be prepared to send an official copy of their orders.
  - 2. Students should also recognize that they may need to contact other agencies not affiliated with the College, such as local or federal lenders.
- D. The President or their designee, is hereby authorized to establish procedures and take all other steps necessary and appropriate for the effective implementation of this policy.

Effective date: July 10, 2025