

SECTION: 5. Student Policies

SUBJECT: Military and Firefighter Policy

Background: The policy enables students called to the military, or to fight wild land fires, to arrive late for (usually Fall term) classes. It also allows for Military Reservists and firefighters who are called to duty to withdraw from enrolled classes.

Point of Contact: Director of Admission/Registrar

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Office of Admission/Registrar, Financial Aid, Controller's Office

Date of approval by LCSC authority: September 5, 2013

Date of State Board Approval: N/A

Date of Most Recent Review: 09/2013

Summary of Major Changes incorporated in this revision to the policy: N/A

Late Start

1. Firefighters and military personnel who request permission to attend classes after the first day of a term (due to either fighting fires or military assignment) will be allowed to do so up through the 15th day of the semester.
 - A. Late fees will not be charged to firefighters and military personnel who make this request.
2. Students requesting either of these accommodations must do the following:
 - A. Firefighters must provide written notice to the Registrar of the tentative date they plan on attending classes.
 - (1) This written notice may come from the student, his/her spouse, or parent.
 - B. Military personnel must submit a copy of their military orders to the Registrar, and state in writing, when they will be released and able to attend classes.
3. The Registrar will place a FM (firefighter/military) hold on the student's record and will notify the following (via email) upon written request from the student:
 - A. Controller's Office
 - B. Financial Aid Office
 - C. Residence Life Office
 - D. Faculty for all classes in which the student is currently enrolled

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4. Students returning from firefighting or military duty shall report to the Office of Career & Advising Services immediately upon their return to discuss starting classes late and the problems associated with late enrollment.
5. The Controller's Office shall not release any funds to the student until the Office of Career & Advising Services has released the FM hold.
6. Faculty will make every attempt to accommodate students for which this policy applies.

Withdrawal due to military or firefighter activation

7. A student initiating a withdrawal due to *verified* military or firefighter activation shall be given a choice:
 - A. Withdraw from classes and be given a full tuition refund
 - B. Be given written procedures for completing any coursework in which he/she is doing satisfactory work, if the withdrawal is within three (3) weeks from the end of a term
 - C. Students seeking a full withdrawal will have their courses cancelled and backdated to a date prior to the start of term, and no W grades will show on their transcript, regardless of the date of withdrawal.
 - D. If the student is withdrawing because his/her spouse is activated, and verification is provided, the student shall be given the same choices as listed in #2 or #3 above.
 - E. If the student received financial aid, all aid must be reversed if enrollment is cancelled and no W grade is given. This requires immediate repayment of all residual funds that were released to the student for the applicable term.