

SECTION: 5. Student Policies

SUBJECT: Military and Firefighter Policy

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

Point of Contact: Registrar and Records Office

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Registrar and Records Office, Financial Aid, Student Accounts

Date of approval by LCSC authority: July, 2018

Date of State Board Approval: N/A

Date of Most Recent Review: July, 2018

Summary of Major Changes incorporated in this revision to the policy: Updated to meet the criteria outlined in the DoD MOU corrective action plan finding 7.

Late Start

1. Firefighters and military service members 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 service members 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 service members 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. Student Accounts Office.

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- B. Financial Aid Office.
- C. Residence Life Office.
- D. Faculty for all classes in which the student is currently enrolled.
- E. 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.
- F. The Student Accounts Office shall not release any funds to the student until the Office of Career & Advising Services has released the FM hold.
- G. Faculty will make every attempt to accommodate students for which this policy applies.

Withdrawal Due To Military or Firefighter Activation

- A. A student initiating a withdrawal due to *verified* military or firefighter activation shall be given a choice:
 - 1) Withdraw from classes and be given a full tuition refund
 - 2) 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
- B. 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.
- C. 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 A1 or A2 listed above.
- D. 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. **Failure to repay all residual funds immediately would prohibit the ability to withdraw, receive a full refund, and no W grades.**

Readmission after Withdrawal Due To Military or Firefighter Service Activation (not late start)

- A. Students, who must withdraw from a semester or suspend their studies due to service requirements, may be readmitted to the institution by submitting a "Returning Student" admission application.
- B. Students already accepted into competitive programs of study will not lose their seat in the program if called away for military or firefighter service.