Kirkwood
COMMUNITY COLLEGE

College Procedure: 501.23 – National Guard or Reserve Forces of the United States Duty Policy

Policy Reference: 501 – Academics and Enrollment
Responsible Department: Student Services
Approval Authority: Cabinet
Procedure Owner: Vice President, Student Services
Effective Date: 08/11/2014

Version Number: 2
Legal Counsel Reviewed (yes/no):   No
Scope: College-wide

Reason for Procedure

This procedure describes academic options for students who are enrolled in the National Guard or military reserve programs, so that students may fulfill their military service obligations while minimizing the negative impact on academic standing and academic progress.

The Procedure

This procedure offers the following options to a student who is a member, or the spouse of a member if the member has a dependent child, of the National Guard or reserve forces of the United States and who is ordered to start National Guard, military service or federal service or duty:

- Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.

- Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.

- Make arrangements with only some of the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	08/11/2014	Jon Buse, Vice President, Student Services	New procedure
2	09/26/2019	Cabinet	Procedure template