



LEAVE FOR ACTIVE DUTY

POLICY

Sherman College will make every effort to support reservists who are called to active military duty.

Students called to active duty during a break between terms must notify the college in writing, with a copy of the orders to report to duty. Upon receipt of the required materials, the college will place the student on a leave of absence for a maximum of twelve months.

Students called to active duty during a term must complete the leave of absence form and attach a copy of the orders to report to duty. Upon receipt of the required materials, the college will place the student on a leave of absence for a maximum of one year. In addition, the college will accommodate the student as follows:

1. Depending upon the circumstances, the student may be allowed to complete remaining required coursework OR offered a grade of Incomplete for any course in which at least 85 percent (through week 9 of the quarter) of the total class hours have been attended and the student has a grade of "C" or above for completed coursework. The option for an early course completion OR a grade of "I" will be at the discretion of the respective course instructor and the institution. If a grade of "I" is assigned, it must be completed within six months of the initiation of the leave of absence. Should the "I" grade not be resolved within six months, it will convert to a grade of "W" (withdrawal).
2. If the student is not granted an early course completion or an incomplete for any course, the full tuition and fees for said course would be credited to his/her account, minus any amount that must be returned to lending or scholarship sources. The credit will be equal to the amount the student paid for the term in which the initial leave of absence was granted. If the student later officially withdraws from the college, the credited amount will be refunded to the student.

The college may grant an extension for the leave of absence should the duty extend beyond a one-year period. The student must submit a letter of request to extend the leave, with a copy of the military orders, within thirty (30) days following the expiration of the leave of absence from the college. Students who voluntarily elect to remain on active duty will be coded as a withdrawal and will be required to re-apply to the college.

Students returning to the college from a leave of absence are eligible for all benefits afforded prior to the leave.



Policies & Procedures

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The period of time the student is on leave for involuntary active duty will not be included in the six-calendar year maximum requirement for program completion.

See also:

Policy 1018 – Leave of Absence/Withdrawal and Maintaining Credits for Leave of Absence