

Revision Responsibility: Vice President for Student Affairs
Executive Officer: Vice President for Student Affairs

Source/Reference: Department of Education [34 CEFR § 668.18](#)

PURPOSE

To describe the conditions for readmission of returning service members to a program that was interrupted to complete a period of obligated service in the uniformed services. This policy does not supersede the Department of Education [34 CEFR § 668.18](#).

POLICY

- I. Columbia State Community College complies with the regulations released by the Department of Education for readmission of returning service members to a program that was interrupted due to a service obligation, [34 CEFR § 668.18](#).
- II. If possible, the College will conduct an academic evaluation of the student's program progress at the time of departure due to service obligation. In consultation with a dean or faculty advisor or enrollment services representative a recommendation will be made regarding a "W" (withdrawal) or "I" with regard for the best interest of the student. An institutional representative will complete/assist with the withdrawal process or Incomplete Grade Report at the time of student's departure.
- III. Prior to leaving college or upon returning, the service member should provide either written or oral notice to establish length of service obligation causing the program interruption. The cumulative length of absence must not exceed established regulations. Upon returning to the College, any student (or an appropriate officer of the Armed Forces or official of the Department of Defense) who did not give advance written or oral notice of service to the appropriate official at the College may meet the notice requirement by submitting, at the time the student seeks readmission, an attestation to the College that the student performed service in the uniformed services that necessitated the student's absence from the College.
- IV. After all readmission documents have been submitted to Enrollment Services and reviewed, including The Evaluation of Academic Plan for Returning Military Service Members, the student will meet with the Chief Enrollment Services Officer, or designee, the point of contact for military families, to complete the readmission process. Under normal circumstances the evaluation process will be completed within five business days. The College will promptly readmit the student with the same academic status he or she held prior to the interruption, unless the student chooses or agrees to a different program and/or status. Enrollment Services is ultimately responsible for ensuring the requirements of [34 CEFR § 668.18](#) are met.

- V. If the College determines that the student is not prepared to resume the program of studies with the same academic status at the point where the student left, or will not be able to complete the program, the Institution must make reasonable efforts at no extra cost to the student to help the student become prepared to complete the program. Help may include, but not be limited to, providing refresher courses or providing opportunity to retake a pretest.
- VI. Students may file a written appeal of the readmission recommendation of the Chief Enrollment Services officer (or designee) to the Vice President of Student Affairs within five business days. The written response should be sent to the student in 15 business days from the receipt of the appeal.
- VII. Termination of readmission eligibility will occur as a result of any of the following events:
- A. Service member is separated from the Armed Forces with a dishonorable or bad conduct discharge.
 - B. A commissioned officer is dismissed by sentence of a general court-martial, in commutation of a sentence of a general court-martial, or, in time of war, by order of the President.
 - C. A commissioned officer is dropped from the rolls due to absence without authority for at least three months, separation because of confinement adjudged by a court-martial; or a sentence to confinement in a Federal or State penitentiary or correctional facility.

March 2, 2017 (New policy); Revised May 2019; reviewed/accepted by Cabinet, approved/signed by the President November, 2022.