

Appendix 3

STUDENT MILITARY LEAVE

Northeast Community College Board of Governor Policy # 5080

The spirit and intent of this procedure are to give military personnel the greatest degree of flexibility and support to complete their educational goal at Northeast Community College and serve the United States of America. Military leave for students will be granted in accordance with Student Military Call-up Procedure code 5080.a.

STUDENT MILITARY CALL-UP PROCEDURE – 5080.a

Students who have their education at Northeast Community College (NECC) interrupted as the result of being called to active military duty will be served in the following manner:

1. The student must contact the Dean of Students, the Director of Financial Aid and the Veterans Certifying Official at Northeast prior to leaving for active duty. The student veteran/reservist must provide a copy of the orders activating them. A copy of the orders will be maintained in the Registrar's Office.
2. The student is also requested to communicate the anticipated military leave to each of his/her instructors. The Dean of Students, within 48 hours of the student's anticipated leave date, will make a follow-up contact with the student's instructors.
3. Students being called to active duty for three weeks or less will be granted a leave of absence from NECC to fulfill their military obligations. Upon the student's return to Northeast, every effort will be made to grant the student a time line equivalent to double the amount of time he/she is absent for completion of work missed. The maximum six-week time period may be extended per individual instructor discretion.
4. If a student's absence extends beyond three weeks, the student will be administratively withdrawn and he/she will be given a full refund of tuition and fees. Return of any Title IV Aid received will be calculated as of the last date of attendance prior to the military leave.
5. Students living on campus will have the option of relinquishing their on-campus housing or being charged for the amount of time their belongings remain in housing. Meal plans will be adjusted accordingly.
6. Upon return from active duty, if the cumulative length of the most recent absence combined with all previous active military absence periods from NECC does not exceed five years, the following criterion will apply:
 - A. The student will be given priority re-entry to the program of study he/she was pursuing prior to his/her military leave (or a similar program, if the same program does not exist).
 - B. The eligible veteran will be admitted with the same enrollment and academic status.
 - C. If the veteran student is deemed underprepared, NECC will provide refresher courses at no extra charge to the student.
 - D. during the first academic year of readmission to NECC, the veteran will be assessed the same tuition and fee charges as were in effect during the academic year he/she left the program.
7. Northeast Community College is not required to readmit the veteran if NECC can demonstrate through the preponderance of the evidence that the student is not prepared to resume the program or will not be able to complete it.