

## NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

### 2215P MILITARY SERVICE AND VETERANS WITH DISABILITIES PROCEDURE

Students who are members of any branch of the U. S. military and are unable to complete a semester due to having been called to active duty (based on official documentation), or are veterans with a service connected disability, as certified by the United States Department of Veterans Affairs, must to the extent possible be provided one of the following options.

#### Options:

##### 1. Withdraw and Refund

The student may withdraw from one or more courses for which tuition and fees have been paid and be given a full refund of tuition and fees. The refund must be credited to the student's account at Northland. Any refunds are subject to the requirements of the state or federal financial aid programs of origination. Students receiving financial aid who choose this option must be informed that they may be liable for any required refunds of state or federal financial aid funds.

A student choosing this option may either receive a retroactive drop from the courses or "W" grades with an approved tuition waiver and Military Withdrawal annotation on the student's record, whichever is deemed in the student's best interest. The student's grade point average must not be altered or affected in any manner because of action under this item.

##### 2. Delay Completion

The student may be given a grade of incomplete in a course and complete it upon release from active duty or upon completion of medical treatment, or upon sufficient medical recovery. Course completion may be accomplished by independent study or by retaking the course without repayment of tuition. Under federal financial aid policies, a course that is retaken under these conditions cannot be counted toward a student's enrollment load. Students requesting this option should inquire at the campus registrar's office.

##### 3. Complete the Course

The student may continue and complete their course for full credit. Class sessions missed by the student due to performance of active military service or the veteran's medical treatment or condition, must be counted as excused absences and cannot be used to adversely impact the student's grade or standing in the class. However, any student who selects this option is not automatically excused from completing assignments due during the time period when the student is performing active military service or receiving medical treatment or recovering from a medical condition.

Pursuant to Minnesota Statute 192.502, a passing grade must be awarded if, in the opinion of the faculty member teaching the course, the student has completed sufficient work and has demonstrated sufficient progress toward meeting course requirements to justify the grade.

If a student chooses to withdraw, the student must be readmitted and reenrolled as a student at Northland, without penalty or redetermination of admission eligibility, within two years following release from the state or federal active military service or following completion of medical treatment or sufficient recovery from the student's medical condition.

#### Refunds:

If the student is seeking a refund the following shall serve as a guide:

- 1) Appeal for refund by completing the Student Appeal form.
- 2) Attach a copy of the documentation from the military of being called to active duty or of a service-connected disability.
- 3) Submit Student Appeal form and documentation to the respective campus Registrar's office. Registrar's office forwards request to the Student Service Appeal committee for consideration.
- 4) Student Service Appeal Committee verifies required documentation and approves request if proper documentation is attached.
- 5) Student shall be notified of outcome per Northland procedure 3240P.

**Reference Documents:** Minnesota State Procedure 5.12.1, Military Service and Veterans with Disabilities, Minnesota Statute Chapter 192.502, Protections, Minnesota Statute Chapter 197.447, Veteran, Defined, Minnesota Statute 136F.701 Refund of Tuition.

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