

Treasure Valley Community College

Code: **JECE**
Adopted: 4/2/02
Readopted: 10/14/09
Orig. Code(s): AR 300-17

Student Military Leave

Students activated to duty by a branch of the U.S. military or by the Governor will be given consideration concerning tuition refunds and the incomplete grading procedure.

If it is not possible for a student to complete a course with special consideration given relating to class attendance and testing schedules or to receive an incomplete grade based on having completed the “majority” of course work, the College may authorize a refund. The incomplete deadline will be extended by two terms, including summer term, beginning with the date of release from active duty. If the student concludes after discussion with the appropriate instructor(s) that it may be difficult to make up the incomplete grade, the entire course may be repeated with a tuition waiver.

Each student must initiate and review this process with their instructor(s). After this review, students must notify the Registrars Office in writing of their decision. Students living out of the area will be given a refund, however students remaining in the area will be encouraged to accept a tuition waiver for a future term. Adjustments will then be made accordingly.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(2\)](#)