



Veterans Services
SALT LAKE COMMUNITY COLLEGE

Military Activation Drop Policy

Salt Lake Community College recognizes that students who serve in the U.S. armed forces, members of the National Guard, or Reserves may encounter situations in which military obligations force them to withdraw (drop) from a course(es) of study and that this can sometimes happen with little notice. This policy applies to all Salt Lake Community College programs. It intends to recognize and make appropriate allowances for students who find themselves in such situations during this demanding and challenging time.

Definition

For purposes of this policy, a “military activation drop” is a college-approved withdrawal (drop) from a college course(s) that is necessitated by service, whether voluntary or involuntary, in the United States Armed Forces, including service by a member of the National Guard or Reserve under Federal authority for a period of more than 30 consecutive days under a call or order to active duty.

Student Responsibilities

A student who is called up for active duty or active service for more than 30 consecutive days in a branch of the United States Armed Forces (Army, Navy, Air Force, Marines, Coast Guard, National Guard, or Reserve) and requests a Military Activation Drop must:

Provide the College a completed “Military Activation Drop Form” found online at www.slcc.edu/veterans along with their call-up orders as soon as possible after receiving military orders. The student, an appropriate officer of the U.S. Armed Forces, or an official of the U.S. Department of Defense can make this advanced notice. The information need not include a statement of an intention to return to the College. Suppose military necessity renders it impossible to provide advanced notice. In that case, the student may initiate a Military Activation Drop by giving notice at the first reasonable opportunity, in writing, personally signed, and with a copy of the military orders attached, to Salt Lake Community College Veteran’s Services Office, STC 053, P.O. Box 30808, 4600 South Redwood Road, Salt Lake City, UT 84130; or by FAX to (801) 957-4987 or by email to: veterans@slcc.edu.

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College Procedures

Upon receiving notice of a student's intention to withdraw (drop) from courses or a program because of military obligations, Salt Lake Community College Veterans Services Office shall promptly contact the campus registrar, who shall initiate the military activation drop for the student. No appeal process is necessary, and the student is eligible to re-enroll upon return with the same enrollment status and academic standing as before deployment. In addition, the Veterans Services Office will notify the Financial Aid Office and the Bursar's Office. Financial Aid Office will review the student's eligibility for financial aid funds received before the time of withdrawal and inform the student about the status of their financial aid and about actions required to defer loan repayments based on military obligations. **Students granted a military activation drop will receive a 100% refund of tuition and fees charged for the semester or academic term they withdraw from.** No refunds will be released until the College receives a copy of the call-up order and military activation form. Parking permits with time remaining will transfer to your returning semester.