

ADMINISTRATIVE POLICY
STUDENTS CALLED TO ACTIVE MILITARY SERVICE

This policy pertains to employees and students.

Fox Valley Technical College maintains compliance with [34 CFR 668.18](#) and [Wis. Stat. s. 38.12 \(13\)](#). As such, if a student who is a member of a national guard or a member of a reserve unit of the U.S. armed forces withdraws from Fox Valley Technical College because he or she is called into state active duty or into active service with the U.S. armed forces, the college shall do the following:

1. Reenroll the student at the same academic status as the student had when the student last attended the college or was last admitted to the college, beginning in the semester in which he or she is discharged, demobilized, or deactivated from active duty or the next succeeding semester, whichever the student prefers.
2. Give the student the same priority in registering for courses that the student would have had if he or she had registered for courses at the beginning of the registration period.
3. At the student's request, do one of the following for all courses from which the student had to withdraw:
 - a. Refund the student all tuition and fees paid by the student for all the courses.
 - b. Grant the student an incomplete in all the courses and permit the student to complete the courses, within 6 months after leaving state service or active service, without paying additional tuition or fees.
4. Ensure that the student is provided with a reasonable opportunity to complete final projects and final examinations for all courses in which the scheduled end date of the course is not more than 30 days after the date of the order calling the student into active duty or service unless such an accommodation cannot be reasonably made.

Students called to active duty must contact the Veterans Resource Center in Student Services and present papers for verification of change in military status.

Adopted: 10/14/99

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