

Treasure Valley Community College

Code: JECE
Adopted: 4/2/02
Revised/Readopted: 10/14/09; 12/15/15; 9/20/16
Orig. Code: AR 300-17

Student Military Leave of Absence

A student at Treasure Valley Community College (TVCC) who is a member of the military and who is ordered to federal or state active duty for more than 30 consecutive days has the right to receive a grade of incomplete, withdraw from a course, and the right to a credit for all amounts paid for room, board tuition and fees as described in Oregon Revised Statute (ORS) 341.502. The student has the option of the following:

Grade of Incomplete

If the student elects to take a grade of incomplete, upon release from active duty, the student must complete the course in accordance with current policy (IKA/JECBD). In the case of active military duty, the incomplete deadline will be extended by two terms, including summer term, beginning with the date of release from active duty.

Withdraw from Course

If the student elects to withdraw from the course the college will not award the student academic credit, alter the students grade point average (GPA) or award a failing or incomplete grade.

Withdraw from the College

If the student elects to withdraw from the College, he/she has the right to be readmitted within one year of active duty without redetermination of admission eligibility and the right to the continuation of a scholarship and grants that are awarded to the student that were funded by the College or the Office of Student Access and Completion.

Complete the Course

Course sessions missed due to active duty shall be counted as excused and may not adversely impact the student's grade. Students may not be automatically excused from completing course assignments during the period the student serves on active duty. A grade will be awarded to the students according to the completion of coursework as outlined in the instructors' syllabus.

The College may authorize a refund for room, board, tuition and fees for students ordered to active duty which will be prorated based on the number of weeks remaining in the term or course when the student withdraws. The student must elect to claim the credit via tuition waiver or monetary payment.

Each student must initiate and review this process with their instructor(s). After this review, students must notify the Registrar's Office in writing of their decision.

END OF POLICY

Legal Reference(s):

<http://landru.leg.state.or.us/ors/341.htm> [ORS 341.499](#)
[ORS 341.290\(2\)](#) [ORS 341.502](#)