

HERKIMER COUNTY COMMUNITY COLLEGE BOARD POLICY

TITLE: Withdrawal for Students Called to Active Duty

POLICY #: SA 90-03A

DATE OF BOARD OF TRUSTEES APPROVAL: November 15, 1990

RESOLUTION #: 90-03, 90-03A, 09-22, 11-08, 18-22, 19-19, 21-9, 23-13, 24-10

POLICY STATEMENT: In the event of a national emergency, students may have responsibilities which supersede their academic obligations to the College. Having produced written proof of such assignment or duty to the Dean of Students, and with the expressed approval of the Chief Academic Officers, each student will be provided the following options:

Option 1:

The student selecting Option 1 will receive an ADMINISTRATIVE WITHDRAWAL -- ACTIVE DUTY notation on his/her transcript. Each course will be given a "W" (Withdrawal) designation if the withdrawal occurs after the census date and no record of the withdrawal occurs prior to the census date. The student will receive total reimbursement for tuition and fees anytime he/she withdraws because of active duty in the military.

Any student selecting Option 1 will be liable for all books and meal tickets credited against his/her financial aid awards. Emergency loans granted during this period are required to be repaid to the fund.

Option 2:

Students selecting Option 2 will receive an INCOMPLETE in each course, with the opportunity to make up the work 60 days after returning from active service. No tuition or fees will be reimbursed. If a student called to military duty is, through some related injury, unable to return to school to complete the academic work, total tuition and fees will be returned as cited in Option 1. If the student is killed in action, tuition and fees will be returned to the student's family.

BACKGROUND: During a time of national emergency, it may be necessary for students to withdraw in order to meet military reserve or other similar obligations. A policy has been developed to address such situations; providing students a choice regarding their status with the College should they have to leave the campus for an extended period.

This policy was amended on 11/15/1990 to include cases of severe injury or death.

It was amended a second time in 2010 to change the title of the College administrator referenced in the first paragraph of the Policy Statement as providing “expressed approval” from “Dean of the College” to “President.”

It was amended a third time in 2012 to replace “Dean of Students” in the first paragraph of the policy statement with “Dean of Academic Affairs,” and to remove references to pages of the College Catalog under “Option 1” and “Option 2” in the policy statement.

It was amended again in 2018 to align language with the appropriate position title and to delete the word “Emergency” from the title of the policy and in the second paragraph under Option 1.

The policy was amended again in 2019 to correct the position title referenced, and to ensure that the language under “Option 1” is consistent with current withdrawal policy.

The policy was amended again in 2020 to ensure that the language under “Option 1” is consistent with current withdrawal policy.

This policy was amended in 2024 to remove the statement indicating that Satisfactory Academic Progress does not apply to students who withdraw due to being called to active duty to align with Federal Financial Aid regulations, which take into consideration all forms of withdrawals.

This “Background” section of this policy was amended in 2025 to correct wording for the 2024 amendment above (changing “withdraw medically” to “withdraw due to being called to active duty”).

Revised: 3/3/2010, 1/19/2012, 3/21/2018, 4/25/2019, 4/15/2020, 4/25/2022, 4/22/2024, 4/28/2025