

Progression Interruption Due to Military Service

Policy Information			
Policy# :	STU.5013	Reviewed Date(s):	10/01; 10/03; 10/05; 7/09; 6/12
Date Created:	October 17, 2001	Revised Date(s):	4/16
Responsible College Administrator:	Provost/Vice President of Academic & Student Affairs	President Council Approved Date:	April 7, 2016

1. Purpose

- 1.1. To provide students options when progression to graduation is interrupted by required active military service.

2. Policy

- 2.1. Students who are absent from Baptist Memorial College of Health Sciences (Baptist College) due to required military service may be required to withdraw from enrollment. Such withdrawal will be in good standing, and a refund for that trimester will be made. Any refunds under this policy will adhere to Federal Financial Aid (Title IV) guidelines.
- 2.2. Students who are absent from Baptist College for a limited period of time due to required military service may be allowed to make up any work missed with the approval of the appropriate academic dean. The decision of the dean regarding make up work or withdrawal will be final.
- 2.3. Any student who withdraws under these guidelines will be allowed to reenroll in the program under the same academic status as when the student left. The program will readmit the student into the next class or classes in the student's program beginning after the student provides notice of his or her intent to reenroll, unless the student requests a later date of readmission, or unusual circumstances require the institution to admit the student at a later date. Reenrollment must be within three years of the completion of service. Students will meet with the appropriate academic dean or program chair to develop a new progression plan toward their degree.
- 2.4. If the student is not prepared to resume where he or she left off, the College will make reasonable efforts to help him or her become prepared including, but not limited to, providing refresher courses or allowing the student to take a retest. The College is not required to readmit a student if it determines, after reasonable efforts, that the student is not prepared to resume the program at the point where he or she left off.
- 2.5. Students seeking reenrollment under this policy must submit notification of intent to reenroll to the Registrar prior to the term of planned attendance. Notification of intent to reenroll must be submitted to the College no later than three years after completion of the period of service. The cumulative length of all absences from the College for military service may not exceed five years.
- 2.6. Any student seeking reenrollment under this policy will be required to submit a copy of the official military orders requiring military service, or a letter from the military unit's commanding officer delineating the dates of activation and release if the official orders are unavailable at the time of the

student's request. This documentation will be made a part of the student's permanent record in the Registrar's Office. The service member must be honorably discharged to qualify for veterans educational benefits.

3. Definitions

3.1. None.

4. Procedure

4.1. Not applicable for this policy.

5. Related Information

5.1. None.