



CHAPTER 3	SECTION NO.
Student Policies	3.15
REFERENCE	<i>Adopted: October 12, 2010</i>
3.15 Student Called for Active Military Duty	<i>Reviewed: October 12, 2010</i>
	<i>Revised:</i>

Kishwaukee College currently enrolled students who are called to active military service shall be allowed to complete any unfinished courses at a later date at no additional charge, unless course credit has already been given or the student received a full refund upon withdrawing from the course (in which case the student's record shall reflect that the withdrawal is due to active military service). The student will be given priority over other students in reenrolling in the course or courses. (110 ILCS 675/20-135)

Students called to active duty during a semester or term in which they are enrolled will receive a full refund of tuition and fees if the call results in their having to drop their classes. A full refund will be processed without regard to the point in the term that the course drop occurs and students who are issued refunds for course drops will have their course enrollments for that term removed from their official academic records.

Students called to active duty may choose to inquire about their eligibility for an Incomplete ("I") grade or a final course grade in each class based upon the amount of assigned work completed. Students denied an incomplete or receipt of a final grade (typically because the call-up date is too early in the semester) will retain the option of dropping the course for a refund. Students choosing to receive an incomplete or final grade (with instructor agreement) will not be entitled to a refund of tuition and fees.

Any incomplete grades not resolved by the deadline in the incomplete grade contract will be converted to non-punitive withdrawal ("W") grades, in contrast to the standard policy of conversion to failures. Flexibility in extending deadline dates for resolution of incompletes will be encouraged.

If called to active duty, students should contact the Admissions, Registration and Records Office as soon as possible. This office will work with students to drop their courses for a refund or to contact their faculty members to determine the possibility of receiving an incomplete or final grade. College staff will not have to require student signatures nor follow the normal procedures in order to implement this policy due to the fact that some students may have to transact their drops via the phone or email.