

Ivy Tech Community College of Indiana

POLICY TITLE

Military Deployment – Leave of Absence

POLICY NUMBER

ASOM 4.8.1

PRIMARY RESPONSIBILITY

Academic Affairs

CREATION / REVISION / EFFECTIVE DATES

Created November, 2012/Effective Spring, 2013; Revised Summer 2017/Effective immediately

PURPOSE

Ivy Tech Community College recognizes the hardships military personnel face when it comes to deployment. The College encourages all of its military members to continue their education and assures them that Ivy Tech will remain flexible and responsive to their needs. This policy provides for consistent handling of military duty, while facilitating the completion of military students' educational goals during deployment and upon their return to the classroom.

ORGANIZATIONAL SCOPE OR AUDIENCE

Students serving in any branch of the U.S. military on active duty, in the reserves, or National Guard.

DEFINITIONS

POLICY

Military students currently enrolled in a degree program at Ivy Tech Community College have four options when they are issued military orders for temporary duty away from their regular duty station for a period of 30 days or more:

Option 1 – Drop all courses at 100%: tuition will be removed from the students account. Prior to dropping courses students must meet with the VA Representative and/or Financial Aid to discuss possible financial ramifications.

Option 2 – Receive an 'Incomplete'. The student must be actively pursuing the course, passing, and have remaining only a small amount of work, such as a final examination, paper, or term project which may be completed without further class attendance.

- Students must notify the VA Representative and Registrar's Office of their home campus within 30 days of returning from a deployment with their unit. If the student does not contact their home campus within 30 days of the end of

the deployment period listed on the military orders then the “Incomplete” will be converted to an “F”.

- Students have 30 days to complete the coursework listed on the Student Deployment Agreement from the date of documented return.
- Students can request an extension if they have extenuating circumstances preventing completion within 30 days. They must write a letter of request and provide supporting documentation to the Academic Affairs Office.
- If coursework is not completed within the allotted timeframe then the ‘Incomplete’ grade will be converted to an “F”.

Option 3 – Continue with course work via e-mail, mail, etc. assuming reasonable accommodations can be made to fulfill the requirements of the course. This option excludes all ASA Courses. Students should meet with each professor to make adequate arrangements. Students must contact their professor and the VA Representative immediately if internet services, or other necessary resources, are not available at their final duty station.

Option 4 – If the student has completed at least seventy-five percent of the semester then with the professor’s approval a “Final Grade” for the course may be assigned. The decision to allow assignment of a “Final Grade” is solely the decision of the professor for the course.

To qualify, eligible students who have been temporarily called to duty or deployed from their normal duty stations must fall within the guidelines listed below:

- Must be issued military orders for duty that will require the student to be away from his/her home residence and/or normal duty station for 30 consecutive days or more.
- Must be in good standing in their class(es) and be receiving a passing grade at the time of deployment.
- Must have met all prior attendance requirements.
- Must provide copies of their military orders to the VA Representative and the Registrar’s Office.
- Students must meet with their professor(s) and complete the Student Deployment Agreement to be submitted to the Registrar’s Office, VA Representative, Program Chair and Vice Chancellor of Academic Affairs.

Students are not eligible for temporary military duty accommodations if:

- They are issued orders for duty prior to the start of classes.
- They are issued orders for duty during the course drop period.
- The orders are for an annual two week training period or other assignments for less than 30 consecutive days.

If there is an extension to, or change of, issued military orders the student is required to notify the VA Representative and the Registrar's Office immediately via email, mail, fax, etc. A copy of the revised orders must be received by the student for the policy to remain in effect.

PROCEDURE

Once a student is issued orders to report for temporary military duty, he/she must contact their professor(s) immediately to discuss the most appropriate option and complete the Student Deployment Form. One form must be completed for each class enrolled.

The student files copies of the following documents with the Registrar and VA Representative for their home campus to document the deployment and the planned completion activities for the course(s) enrolled.

- Completed and signed Student Deployment Form
- Military Orders for Deployment (showing report date and length of deployment)
- Course Syllabus

The professor will file copies of the following documents with the student's Program Chair and Vice Chancellor of Academic Affairs to document the planned course completion activities to ensure monitoring of the student and timely course completion occurs.

- Completed and signed Student Deployment Form
- Course Syllabus

In the event that the professor is no longer able to monitor the student and track completion, the Program Chair and/or the Vice Chancellor will become primary point of contact for the student and assist him or her as necessary to aid in course completion.

REFERENCES

State Trustee Board Resolution 96-13

4.16 Grading Student Learning

Military Student Deployment Form (infont forms)

Military Deployment Student Course Completion Schedule (infont forms)

RESOURCE PERSON

Vice Chancellor of Academic Affairs

VA Representative



Military Student Deployment Form

Student: _____

Course: _____

Instructor: _____

Term: _____

I have elected to:

_____ **Drop course at 100%**, I understand that I must consult with Financial Aid and campus VA Representative to discuss possible ramifications.

_____ **Receive an incomplete** and make up the missing assignments according to the schedule attached. I understand I must contact my professor and the VA Representative immediately if necessary resources are not available to meet the agreed upon schedule.

_____ **Switch to a correspondence or online section** of this course (excludes ASA Courses.) I understand I must contact my instructor and the VA Representative immediately if internet services, or other necessary resources, are not available upon arrival at my duty station.

_____ **Receive a "Final Grade"** for the coursework that has already been completed up to my date of last attendance which will be:
_____.

I understand that a copy of this form, military orders and the course syllabus must be sent to the Registrar's Office and campus VA Representative. If upon arrival to my duty station, if internet or other necessary services are not available, I will need to inform my instructor and the VA Representative immediately to address any possible adjustments to the above agreement.

Student Signature

Date: _____

I understand that I must submit a copy of this agreement and course syllabus to the student's Program Chair and Vice Chancellor of Academic Affairs and adhere to the agreement above.

Faculty Signature

Date: _____

Course: _____

Instructor: _____

Military Deployment Student Course Completion Schedule

(make additional copies as necessary)

Missing Assignment	Original Due Date	New Due Date
1.)		
2.)		
3.)		
4.)		
5.)		
6.)		
7.)		
8.)		
9.)		
10.)		
11.)		
12.)		
13.)		
14.)		
15.)		