

ARC 402P

Active Military Deployment Withdrawal Procedure

1. Student emails registrar@clackamas.edu to submit their official military orders for the deployment, activation or mobilization.
2. Registrar coordinates with identified faculty member(s) and Veterans Education and Training Center (VET) coordinator to determine the best course of action regarding withdrawing the student from current coursework and receiving relevant grades.
 - a. Appeals regarding grades must follow the identified academic appeals process.
3. VET Center staff will identify potential VA debt issues and ensure these are resolved to avoid any administrative or financial hardship to the student-veteran.
4. Registrar notifies the Director of Financial Aid in case there are financial aid implications.
 - a. The Director of Financial Aid will send the student status updates about any changes or implications to financial aid as appropriate.
5. Registrar notifies the Accounts Receivable office to initiate a refund of tuition/fees, if applicable.
6. The Registrar will send a follow up email to the student to provide status updates and provide any additional referrals.
7. These requests are prioritized for a quick turnaround.
8. Students seeking additional support can connect directly with the VET Center coordinator.

END OF PROCEDURE

LAST REVIEWED

Last Reviewed and Updated	Date: 12.19.2018
Maintained By	Access, Retention, and Completion Committee (ARC)