

ACTIVE DUTY CONSIDERATIONS

In all cases, it is vitally important that the student notify CCCC's military Point of Contact as soon as they receive active duty orders (or immediately after their return if advance notice is not possible).

Students should be aware that receiving active duty orders (including those for short-term training), will significantly disrupt their ability to complete coursework, even if enrolled in only online courses. Although students may expect to have internet access, in our experience, it is likely that the majority of time will be spent "in the field" and will cause absences from class and an inability to communicate with the College. An extended absence, if greater than 2 weeks, may cause an unofficial withdrawal from the College and may impact the student's academic standing, tuition and fees charges, and/or Financial Aid.

The College strongly recommends that students placed on active duty withdraw from the College for the duration of their training or deployment. Special readmission policies are in place to allow as little disruption as possible in the student's program (see below). If orders are received during a course, special withdraw policies are in place to minimize negative impacts (see below). Students are encouraged to plan ahead as much as possible. For example, if the military regularly schedules training time in the summer, it is best to not take summer courses.

Students may choose to continue enrollment while on active duty, provided they make appropriate arrangements with the Academic Office and the Student Development Office before they leave. The option to complete an on-campus course remotely will be at the discretion of the Academic Dean and the instructor of the course.

DROPPED COURSES AND GENERAL WITHDRAWALS

Please see the Tuition, Fees, and Charges section of this Catalog for the Refund Policy as it relates to financial aid and when and how charges are prorated in the event of a course drop or withdrawal. Withdrawals from a course or a program can result in a balance due from the student. Students are responsible for learning how a withdrawal will affect their financial obligation to the school or to an outside agency. It is highly encouraged for all students receiving military benefits of any kind to contact CCCC's military Point of Contact and Financial Aid representative before ending their enrollment in any particular course or program. Withdrawals are required to be reported to the VA and/or military and may cause an overpayment that is the student's responsibility to pay back to the VA and/or military.

WITHDRAWAL DUE TO ACTIVE DUTY ORDERS (INCLUDING SHORT-TERM TRAINING)

To honor our students' military service and to comply with our MOU with the Department of Defense, the following provisions and guidelines will govern withdrawals (official or unofficial) that result from a student's military obligations:

- Student must give oral or written notice to the College of their military obligations as far in advance as is reasonable under the circumstances*
 - Alternatively, student may give notice at the time of readmission (see below)
 - No notice is required if prevented by military necessity (i.e. classified operations)
- The College will refund tuition/fees for unattended courses or courses dropped within the Add/Drop period and waive any Late Registration Fees
- Student may appeal to receive a refund of tuition/fees for incomplete courses (grades of W, WP, WF) if they can provide documentation demonstrating they were not given enough advance notice to drop the course(s) before the Add/Drop date (i.e. their orders came during the course)
- Student may appeal a grade of WF or F
 - The following conditions must be satisfied:
 - Provide documentation demonstrating they were not given enough advance notice to drop the course before the Add/Drop date (i.e. their orders came during the course)
 - Orders resulted in significant absence from the course (i.e. order date(s) match nonattendance)
 - Satisfactory progress in the course and a passing grade as of their report date
 - Overall Satisfactory Academic Progress (students on Probation must have been meeting their Academic Plan requirements as of their report date)
 - If approved, it will be considered a retroactive official withdrawal, the grade will be changed to a WP, and tuition/fees will be refunded for the course (see above)
 - Students appealing a grade of F should be aware that their Financial Aid load (full/part time) will be affected if their appeal is approved. This may or may not result in a balance owed to the College.

made with the facilitator ahead of time. Students may appeal the facilitator for late work consideration.

Final assignments are due the last day of the module (11:59 PM CST) and are not eligible for any appeal or daily point deduction. Assignments submitted after this date and time will not receive credit.

WITHDRAWING FROM THE COLLEGE

SAS – Residential students intending to withdraw from the College should meet with the Student Development Office to begin the withdrawal process. The process requires the student to meet with the Financial Aid Office, Student Development Office, and the Business Office. The date the student first contacts the Student Development Office is recorded as the official withdrawal date. Students withdrawing due to issues beyond their control will be provided special consideration. The Registrar will determine official dates based on the issue at hand.

SPE and Graduate– Online students intending to withdraw from the College should contact their Advisor to begin the withdrawal process. The last date of participation in class is recorded as the official withdrawal date.

Information concerning refunds related to withdrawal can be found in the financial aid section of this Catalog.

Withdrawal from the College constitutes an official break in enrollment. Therefore, students seeking to reenter the College must reapply and are subject to any new Catalog policies instituted since their withdrawal, including modifications to major or general education requirements.

OFFICIAL WITHDRAWAL

An *Official Withdrawal* occurs when a written notification of intent to withdraw from the program is submitted to the College or a student contacts an *Official of the College* (acting in an official capacity) and articulates a decision to withdraw.

The Last Date of Attendance (LDA) will be the last day of class participation in the course. The Date of Determination (DOD) for refund purposes will be the date of receipt of written notification from the student of intent to withdraw.

UNOFFICIAL WITHDRAWAL

A student will be considered unofficially withdrawn if he or she has not articulated an official intent to return and has had an active period of non-attendance equaling 14 days or the student does not attend the first seven (7) days of a module or term.

A student will be considered unofficially withdrawn from the College if he or she is withdrawn (officially or unofficially) from a class and does not follow College

procedure for maintaining positive participation in the term.

The LDA will be the last day of class participation in the term. The Date of Determination for refund purposes will be no later than 14 calendar days after the LDA, except in extenuating circumstances.

WITHDRAWAL PROCEDURES

1. The College receives official withdrawal notification from the student or the College determines that the student has ceased attending class.
2. The College notifies the Administrative Staff that the student has withdrawn.
3. The Registrar submits Institutional Refund Calculation to Business Office within 30 days of Date of Determination.
4. The Return to Title IV calculation is completed within 30 days of the Date of Determination.
5. Financial Aid requests any post-withdrawal disbursement due to the student.
6. The Business Office makes any refunds due to the appropriate account, lender, agency, or to the student within 45 days of the Date of Determination.
7. The Withdrawal Calculations and final bill are sent to the student.

When determining if a student earned a failing grade, the College utilizes the Last Date of Attendance as a reference point. Any recorded attendance during the last two full weeks of the semester/term will be recognized as an earned grade (see the Academic Section of the Catalog for more information on Attendance Policies). Students not showing positive attendance during this time-frame may retroactively trigger a change in enrollment status and a recalculation of financial aid.

ACADEMIC BREAKS (SPE – ONLINE)

The School of Professional and Distance Education has embedded a winter and summer break into the modular Academic Calendar. However, due to the modular (continual) structure of the programs offered through the School of Professional and Distance Education, the College realizes that there may be times when the student may need to interrupt his or her academic participation. While it is not an official policy of the College, regulations do provide limited means to accommodate for an unscheduled academic interruption without withdrawing from the College. Commonly, this is done by dropping or withdrawing from a course. However, there are implications that the student should take into consideration before doing so:

1. If the student drops a course prior to the Add/Drop date (fourth day of the course), this may