

DES MOINES AREA COMMUNITY COLLEGE
EDUCATIONAL SERVICES PROCEDURES

Section: VETERANS AFFAIRS
 Subject: Military Call-up of Reservists/Guardsmen-women
 Effective Date: December 1, 2019
 Number: ES 4460

I. Institutional Regulation

The College shall make provisions for students who are called to active duty in the United States Armed Forces and National Guard Reserve Activities.

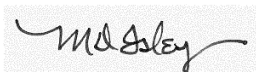
II. Procedure

- A. A student enrolled in courses and unable, because of his or her military service, to attend classes on a particular day or days has the right to be excused and to reschedule a course examination administered on the missed day or days.
1. The student and instructor are to determine if the student will be able to successfully complete the course due to the missed classes or if the student needs to complete the withdrawal process outlined below.
 2. A copy of military orders must be presented to each instructor prior to their required absence(s)
- B. The student who is a member, or the spouse of a member if the member has a dependent child, of the National Guard or reserve forces of the United States (or the student's representative if the student has provided a power of attorney) will be required to provide a copy of the student's Active Duty orders. Upon receipt of the active duty orders, DMACC will provide the student a drop/withdrawal form, or one will be provided to the person who holds the student's power of attorney. The following criteria will be followed to determine the most appropriate option for the student:
1. In the event that a student has completed a sufficient and significant portion of the coursework (as determined by the instructor) a grade may be assigned by completing a Change of Grade form. In this event the instructor shall notate the form with the statement "Grade assigned early due to military duty."
 2. In the event that an instructor wishes to allow the student to complete the course at a later date, an "I" grade shall be assigned during the final grade processing. The student will be required to complete the outstanding coursework within the time constraints in DMACC procedure ES4562-Incomplete Grades.
 3. If the student opts to withdraw from a course, the College will execute a 100% refund of tuition and tuition related fees. (Note: This action will eliminate all electronic held data relating to the transcript, class rosters, grade rosters, etc. and will remove the student from FTEE calculations.)
 - a. If the student decides to drop a course or courses, Registration staff will complete a drop/withdrawal form and attach it to the copy of the Active Duty orders.
 - b. In no event may a student receive both a refund and a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F or I (Incomplete).
- C. In the event the student must withdraw from coursework, refunds of paid tuition/fees will be administered to students and agencies via normal operating procedures.
1. DMACC will perform the Return of Title IV funds calculations for each activated Reservist/Guardsperson. If the Reservist/Guardsperson is a recipient of National Guard Funds from the State appropriating agency, a 100% refund is due back to the State agency.
 - a. If a Title IV eligible student withdraws because of being called to active duty, or has been otherwise impacted by a military mobilization, the College must perform the Return of Title IV Funds calculations that are required by the statute and regulations (34 CFR 668.22). If those calculations result in the College being required to return funds to one or more of the Title IV programs, it must do so. In many cases such a return of funds by the College will reduce the student's loan debt, but leave a balance due the College. DMACC is not required to collect an overpayment of grant funds based on the Return of Title IV Funds calculation for such a student.
 - b. In addition to the process above, the student should be aware that student financial aid is administered in accordance with state and federal policy and is not necessarily within the control of the College. Students should consult with the Financial Aid office as soon as is convenient to discuss their situation.
 2. In regard to books and supplies, the following applies:
 - a. Where monies from an Agency, External Scholarship (where DMACC was co-payee), or Foundation Scholarships were utilized to pay for books, supplies, tools, uniforms, etc. the source will be refunded to the extent the College can recover such items—without undue harassment to the families of affected student/reservist.

- b. If a student's required books were purchased by charging them to a student account (and subsequently paid with financial aid funds), the balance due to the College may be reduced when the books are returned (and a return credit provided as determined by Follett) to the bookstore.
 - c. Refunds may not include any materials or supplies purchased in the bookstore and will be determined by Follett.
 - d. The balance due to the institution (for the term during which the student withdrew) once the required books are returned will be forgiven by DMACC. DMACC will not forgive a balance due created by charging materials and supplies purchased by the student and charged to the student account for the applicable term.
 - e. In each instance, funding agencies (Veterans Affairs, lenders, WIA, Promise Jobs, employers, etc.) will be notified by the appropriate DMACC departments.
3. DMACC will remove (write-off) any remaining charges resulting from the Return of Title IV adjustments including remaining book charges or other student initiated charges or fines, i.e., Library fines, parking fines, child care expenses, or prior term unpaid tuition/fees.



APPROVED: _____ Date: 12-5-19
Vice President, Enrollment Services



_____ Date: 12-10-19
Vice President, Academic Affairs