

PROCEDURE 3.8.0: STUDENT CALL TO MILITARY DUTY

Sandburg students called to active duty in the armed forces will, upon their request, be given a 100% refund of tuition and fees for the current term if they provide the Registrar with:

1. A written request (letter or schedule change form) to be withdrawn from classes at 100% refund
AND
2. A copy of their official orders for a call to active duty

If the call to active duty comes after mid-term, the student may:

1. Request to be withdrawn from classes at 100% refund,
2. Try to complete courses in progress after consulting with the instructors
OR
3. Request incomplete grades ("I" or "R") after consulting with the instructors.

*Original: 3/91
Reviewed: 5/25
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