

## OFFICE OF STUDENT AFFAIRS VETERANS' SERVICES CALL TO ACTIVE DUTY POLICY

### PURPOSE

The purpose of this policy is to affirm Edison State Community College (ESCC) institutional support and commitment for Veterans and Service-members so that they may attain their educational goals while recognizing that matters of National Security may temporarily interrupt academic pursuits.

### POLICY STATEMENT

Edison State Community College shall provide assistance to Veterans and Service-members for calls to active duty. ESCC Veterans and Service-member students may withdraw from classes upon receipt of active duty orders. To better serve our Military connected population, Edison State Community College has adopted this policy as required by Ohio Revised Code Section 3345.421(B)

### PROCEDURE

ESCC Veterans and Service-member students must provide a copy of their official orders to the Registrar's office. The Registrar's office shall then direct that a "WM" for (military withdrawal) be assigned to the student's transcript for courses taken during that semester. A WM is a non-punitive grade and does not impact GPA.

If you are called to active duty or activated through the Reserves, National Guard or TDY, you are encouraged to immediately contact the ESCC Veterans' Service specialist. Together you will evaluate and consider whether withdrawing from ESCC courses or continuing your studies is the best option. This is because it may be improbable to continue coursework while deployed or activated. Depending on the time of the term, your course workload, percentage of work completed, you may be advised to withdraw or remain enrolled in classes.

ESCC will refund 100 percent of the student's tuition and fees for the semester. Upon returning to college the student is required to submit an updated copy of the Service-members DD214.

If you have a credit balance and have neither have financial aid, nor a third-party sponsor (i.e. Ohio National Guard Scholarship, Post 9/11 GI Bill or Tuition Assistance), a refund will be processed. Refunds will be sent to the direct deposit account on file with ESCC or a paper check will be mailed to your home address in the university system.

In all cases, ESCC shall respect the Service-members rights as outlined in the Servicemembers' Civil Relief Act ("SCRA") is found at 50 U.S.C. app. §§ 501 et seq.

The Veterans Services Coordinator, Joe Ratermann is ESCC's the point of contact for using this policy. He may be reached at 937.778.7827, or [jratermann2@edisonohio.edu](mailto:jratermann2@edisonohio.edu).