

STUDENTS CALLED FOR ACTIVE MILITARY SERVICE J-222.4

Students who are members of the National Guard or other military reserve units, during times of national or regional crisis, may be called to active duty during the term of their enrollment at BTC. Students who are activated for military service shall have the following options:

1. Students may be granted a full refund (100%) of all tuition and fees as allowable by Wisconsin Administrative Code TCS 10.08(3)(f). This refund will be approved for all classes the student is enrolled in during the current term, regardless of the amount of time remaining in the term. Students requesting a refund must do so in writing.
2. Students who have completed 75.0% or more of a course, working in close cooperation with their instructor(s), may be granted a final grade for their course(s). The decision to issue a final grade rests solely with the course instructor with consideration given to the student's work and academic progress.
3. Students who have completed less than 75.0% of a course, working in close cooperation with their instructor(s), may be permitted to complete course work via independent study, test out or some other mechanism to be determined by the instructor. Individual faculty will decide what option, if any, is possible.

Students, previously enrolled at BTC, will be guaranteed reenrollment priority upon returning from active duty in accordance with the special admission criterion allowable under Wisconsin Administrative Code TCS 10.07(5m). This opportunity is available to students for up to one year from the time they are released from active duty. Tuition and course fees in effect at the time of reenrollment shall apply. Students desiring to reenroll should notify the College of their intent as soon as possible upon their return to the area, but no later than two weeks prior to the start of the term. Students desiring to reenroll more than one year from the time of release from active duty shall be admitted using the standard admissions process.

Ref: Administrative Rules s. TCS 10
Wisconsin Statute Chapter 38.12(13)

Policy Adopted: November 21, 2001
Revised: October 19, 2005; January 16, 2008
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