



Procedure 520-75 Military Activation of Reservists

Sponsor: Student Services

Purpose

To assist students attending Coconino Community College (CCC) (both US citizens and foreign nationals) when called for military active duty.

Definitions

Deployment: Members of the Reserve or National Guard called into military active duty

Military Activation Form (MAF): Form used by CCC when a student is called to military active duty. The form identifies the way the student would like their coursework at CCC handled.

Military Active Duty: Being called into the military to work full time.

Procedure

The student contacts the School Certifying Official (SCO) in the Veteran Services Office, indicating activation for military duty. The student will need to complete a Military Activation Form (MAF). The student will be required to provide a copy of their Military Duty Activation to the Veterans Services Office. The Veterans Services Office is authorized to act on behalf of the student to resolve selected obligations with the College and may initiate the MAF on behalf of the student if the student is unable to do so.

On the MAF, students may request one of the following options based on the point in the semester the student is called to military active duty. The MAF will initiate one of the following options for each course:

Remain Enrolled in Courses:

Students who wish to remain in their courses while activated may contact their instructors prior to departure to see if it is possible to complete the course requirements remotely. It is at the instructor's discretion to approve the student remaining in the course. It is the student's responsibility to complete the course during the normal timeframe of the course if an agreement is made with the instructor. A written agreement between the instructor and student must be provided to the Veterans Services Office to be placed in the student's file.

Administrative Incomplete:

Each instructor will submit a Student Incomplete Contract to the Registrar. The Registrar will administratively assign a grade of Incomplete to the transcript for each course. Appropriate documentation will be placed in the student's educational record. Requesting a grade of "I" (Incomplete) must adhere to the rules of Procedure 303-05 Grading.

Administrative Withdrawal with Refund:

Completion of the MAF will initiate the refund request, and the student will not be required to complete the Refund Request Form through Student Accounts. Student will receive a 100% refund of all tuition and

fees. This refund will be applied toward the original payer of the tuition and fees, which may include Federal Financial Aid, Department of Veterans Affairs, or the student. Federal Financial Aid will be adjusted or refunded in accordance with existing College and Federal policies. Requesting an administrative withdrawal must adhere to the rules of Procedure 501-11 Student Withdrawal. The College will work with the student to re-enroll in courses upon return from Military Active Duty without penalty.

Reservists who are fulfilling their annual two-week active duty drill training do not complete a MAF and are not covered by the above procedure. Reservists are encouraged to schedule their drill time during periods when classes are not in session. When this is not possible, and the student's drill time lands within the semester, the instructor and student are encouraged to work together to meet the requirements of the course during the student's absence. Students may not be penalized for military responsibilities, including drill training if they satisfy all work required for the class as agreed upon by the student and the instructor.

In some instances, reservists may be called to duty or scheduled for drill training during finals week. If this occurs, the student should work with the instructor to adjust their finals schedule prior to the deployment without the use of a MAF.

References

None

Procedure History

02/28/2020	New and Approved by Executive Leadership Council
03/09/2022	Minor grammatical corrections
07/15/2025	Revised Sponsor from Office of Student Financial Aid and Veterans Services to Student Services

Legal Review

None