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|  <b>Prescott College</b> | <b>Policy Number:</b> 330                                                                                                                                                                                  |                                      |
|                                                                                                           | <b>Policy Category:</b> Student Policies                                                                                                                                                                   |                                      |
|                                                                                                           | <b>Deployment and Recall to Active Duty</b>                                                                                                                                                                |                                      |
|                                                                                                           | <b>Policy Summary:</b><br><br><i>This policy outlines the steps to be taken when a student is called for mandatory deployment or recalled to active duty while engaged in studies at Prescott College.</i> |                                      |
|                                                                                                           | <b>Approval Date:</b><br>01/08/2024                                                                                                                                                                        | <b>Effective Date:</b><br>01/08/2024 |
|                                                                                                           | <b>Policy Owner:</b><br><br><i>Enter owner</i>                                                                                                                                                             |                                      |
|                                                                                                           | <b>Scheduled for Review:</b><br><br><i>Spring 2029</i>                                                                                                                                                     |                                      |

### Policy Statement

Students who are deployed or recalled after the start of the term are encouraged to continue course work while on deployment if the situation allows. Students who are unable to continue coursework may elect one of the following options upon receiving deployment or recall orders:

- Drop or Withdrawal from all courses, depending on the effective date. Drop will result in a full refund\* regardless of refund policy. A withdrawal from all courses will result in a prorated refund\*. Courses will remain on the student's transcript with a notation that the 'W' grade is due to deployment. Courses awarded 'W' will NOT be counted in Satisfactory Academic Progress. The student will be made aware of any retroactive loss of VA benefits such as Basic Housing Allowance (BHA).
- Incomplete grade (I)\*\* awarded regardless of the 75% completion normally required for incomplete courses. Completion of coursework must be completed within one calendar year of the end of deployment.
- Award of CR (credit, no letter grade) providing the student is 75% (undergraduates) or 85% (graduates) through the course.

The student will be placed on Approved Leave of Absence during deployment for all terms falling into estimated deployment dates.

*\*Full refund does NOT include non-refundable course fees for courses in progress nor non-tuition-based College fees. Non-refundable course fees for courses that have not started may be refunded under this policy.*

*\*\*For a student who can complete the course but needs additional time beyond the term end date.*

### On-Campus Housing

Students living in on-campus housing will be released from their contract without penalty. Housing fees will be refunded on a prorated basis. Deposits may not be refunded if damage to the unit has occurred.

**Meal Cards**

Any balance will be refunded.

**Returning after Deployment**

Students returning from deployment will NOT be required to reapply for admission. A written petition for reinstatement and copy of release orders (or other verification documentation) will need to be provided for reinstatement. Reinstatement must occur within one year of the end of deployment. After the one-year grace period, students desiring to return to Prescott College must reapply.

Exception: Any student who officially withdraws from the College must reapply for admission.

**Obligations of the Student**

To enable the College to support deployed or recalled students, the student must complete the following:

- Contact the College VA Certification Officer with deployment orders.
- Submission of request for Approved Leave of Absence or Withdrawal from College with deployment/recall orders.
- Notify faculty advisor, course instructors and or mentors of deployment/recall and the associated dates.
- Request the chosen course option (outlined above) for withdrawal, drop, incomplete or CR from the instructor.
- Submit appropriate documents for the option chosen:
  - Drop form
  - Withdrawal notice with Drop form
  - Incomplete Course contract\*\*\*
  - Written request for CR

Upon return from deployment the student must contact the College VA Certification Office and any instructors who have granted incomplete grades.

*\*\*\*Incomplete (I) grades will have one year after the end of deployment for completion. After the one-year grace period any courses still graded 'I' will automatically be regraded to F.*

**Definitions****Reason for Policy**

Prescott College recognizes that students who are currently serving active duty in the United States Armed Forces, National Guard, Military Reserves and veterans may be called for mandatory deployment or recalled to active duty while engaged in studies at Prescott College. This policy is intended to assist students falling into these categories with continued educational success while fulfilling their service commitments.

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| Responsibilities                        |                                                  |
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| For following policy:                   | All students deployed or recalled to active duty |
| For enforcement of policy:              | Registrar                                        |
| For oversight of policy:                | Deputy, Chief Operating Officer                  |
| For procedures implementing the policy: | Registrar                                        |
| For notification:                       | Policy Librarian                                 |

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| <b>Procedures</b> |
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| <b>Cross Referenced Policies</b> |
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| <b>Revision History</b>              |
| Extracted from catalog, January 2024 |