



Policy

5013 Students in the Military

The Board directs the Chancellor to establish procedures that ensure the District complies with the appropriate laws, mandates, and statutes regarding students in the military.

References:

Education Code Sections [68074](#), [68075](#), [68075.5](#), and [68075.7](#); Title 5 Sections [55023](#), [55024](#), [54041](#), [54042](#), [54050](#), and [58620](#); Military and Veterans Code Section [824](#); [38 U.S. Code Section 3679](#)

Adopted: April 10, 2019

Revision Adopted: February 13, 2023

Last Reviewed: ~~April 10, 2019~~, February 13, 2023

Administrative Procedure**5013 Students in the Military****I. Residence Determinations for Military Personnel and Dependents**

- A. A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.
- B. An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty and is in attendance at, or has been admitted to, the District shall be entitled to resident classification. Such student shall retain resident classification if he or she is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.
- C. A veteran who was discharged or released from at least 90 days of active service, commencing on or after July 1, 2015, and their dependents, regardless of the veteran's state of residence is entitled to resident classification.
- D. An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California is entitled to resident classification.
- E. An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty is entitled to resident classification.
- F. A parent who is a federal civil service employee and their natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.
- G. A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after

1 the residence determination date, or that the military person has retired from active duty after
2 the residence determination date. (Title 5 Sections [54041](#) and [54042](#)).

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4 II. Withdrawal Policies for Members of the Military

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6 A. A student who is a member of an active or reserve United States military service and who receives
7 orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of
8 such orders. A withdrawal symbol “MW” will be assigned. Military withdrawal shall not be
9 counted in progress probation, dismissal calculations, or in calculating the permitted number of
10 withdrawals. In no case may a military withdrawal result in a student being assigned an “FW”
11 grade. In no case may a college require a student who is required to report for military duty to
12 withdraw from a course by a specified date in order to receive a full refund of the tuition and fees
13 the student paid to the college for the academic term in which the student was required to report
14 for military service.

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16 III. Leave Policy for Members of the Military

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18 A. Short Term Leave for Military Service, less than 30 days

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20 Students who are active members of the United States Armed Forces may be required to fulfill
21 military obligations. When students are mandated by state and federal government authorities
22 to serve, it will be considered an excused absence, and the college will accommodate the student.
23 Students will not be penalized for their absences.

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25 The instructor will provide the student with reasonable and alternative arrangement(s) and due
26 date(s) to complete course assignments. Student grade(s) will not be penalized. Examples of
27 alternative arrangements may include, but are not limited to:

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29 • Rescheduling exams and quizzes
30 • Creating alternative assignments
31 • Offering online opportunities to participate in class
32 • Establishing alternative dates, times, or modalities for presentations
33 • Offering independent study options to complete course req

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35 B. Leaves of 31 days or longer

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37 Students who are members of the Armed Forces (including the reserve components and the
38 National Guard) who enroll in a course of education are readmitted if they are temporarily
39 unavailable or have to suspend their enrollment due to military service. Provisions for
40 readmission of those who are absent due to military services of 30 days or longer.

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42 An eligible servicemember qualifies if:

- 43 1. The institution is given notice of the servicemember’s absence for service.
44 2. The cumulative length of absences from the institution by reason of service does not
45 exceed five years.
46 3. The servicemember gives notice of their intent to return by the applicable time limit.
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1 Notice of absence for service must be provided by the servicemember or an appropriate officer
2 of the Armed Forces or official of the Department of Defense. Servicemember may provide oral
3 or written notice to the Veteran Resource Center or college designee.
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5 A servicemember will be readmitted with the same academic status. Academic status means that
6 the college readmits the servicemember:
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- 8 • To the same program, unless the servicemember requests or agrees to admission to
9 another program (if the servicemember's program is no longer offered, the institution
10 must admit the servicemember to the program that is the most similar);
- 11 • At the same enrollment status (for example, full-time), unless the servicemember
12 requests or agrees to a different enrollment status;
- 13 • With the same number of credit hours or clock hours completed, unless the
14 servicemember is admitted to a different program and the hours are not transferable;
- 15 • With same academic standing (for example, satisfactory academic progress status);
- 16 • For the first academic year, with the same tuition and fee charges as when the
17 servicemember left, unless military benefits will pay the increase, but never more than
18 the institution is charging other students; and
- 19 • For subsequent academic years or for a different program, by assessing tuition and fee
20 charges that are no more than the institution is charging other students.
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22 **References:**

23 Education Code Sections [68074](#), [68075](#), [68075.5](#), and [68075.7](#); Title 5 Sections [55023](#), [55024](#), [54041](#),
24 [54042](#), [54050](#), and [58620](#); Military and Veterans Code Section [824](#); [38 U.S. Code Section 3679](#)

26 **Procedure Last Revised:** ~~April 10, 2019~~, February 13, 2023

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