



## Short and Long-term Military Absence

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# Guiding Legislation

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## “Veterans Healthcare Improvement Act of 2020”

This act brings significant changes to Veterans’ education benefits. Many of the changes enhance or expand education benefits for Veterans, Servicemembers, families and survivors and provide for the improvement and or expansion of various GI Bill® programs.

### PUBLIC LAW 116–315—JAN. 5, 2021

“(G) Maintain a policy that—

- (i) ensures that members of the Armed Forces, including the reserve components and the National Guard, who enroll in a course of education at the educational institution may be readmitted at such institution if such members are temporarily unavailable or have to suspend such enrollment by reason of serving in the Armed Forces; and
- (ii) otherwise accommodates such members during short absences by reason of such service.”

# CCCCO Guidance

## Absence Due to Military Service

Campuses must have a policy that ensures that students who are members of the Armed Forces (including the reserve components and the National Guard) who enroll in a course of education are readmitted if they are temporarily unavailable or have to suspend their enrollment due to military service.

Campuses must have a policy to accommodate students who are absent for short periods due to military service.

Campus policies should comply with provisions of the Higher Education Opportunity Act (20 U.S. Code § 1091c) (34 CFR § 668.18) that require prompt readmission of those who are absent due to military services of 30 days or longer.

Additionally, California Education code [CA EDC § 66023] requires each campus to establish and maintain a military leave policy.

# Recommended Language

Sample Policy from [CalState](#)

# KCCD Administrative Procedures

## Short-Term Military Absence

### [KCCD AP 5013](#)

- Absences shorter than 30 days shall be considered “excused absences” and shall be accommodated by the colleges of KCCD. Students shall not be penalized for the absence
- The instructor will provide the servicemember with reasonable alternative arrangements and due dates to complete coursework missed due to mandatory military service
- Coursework submitted by the revised deadline shall not incur a reduced grade penalty
- Examples of alternative arrangements are outlined in the AP

# KCCCD Administrative Procedures

## Long-term Military Absence

### [CA Ed Code - EDC § 99130](#)

Long-Term Military Absence: A student informing campuses under Kern Community College District (Bakersfield College, Cerro Coso Community College, or Porterville College) of absence for more than 30 days of military service may choose from among the following options:

- Withdraw retroactively to the beginning of the academic term with a full refund of tuition and fees (California Education Code § 99130 and Section 824 of the Military and Veterans Code); or
- If at least 75 percent of the academic term has been completed, the student may request that the faculty member assign a grade for the course based on the work the student has completed. The faculty member shall make the final decision as to whether to grant the student's request (California Education Code § 99130).
- If the faculty member assigns a grade of "I" (Incomplete) for the student's coursework, the student shall have a minimum of four (4) weeks after returning to the campus to complete the course requirements. Additional time may be granted if alternative arrangements are made with the faculty member, and provided that the alternative arrangements are consistent with the requirements of and Section 824 of the Military and Veterans Code (California Education Code § 99130)

# Suggested Process

1. Meet with VRC advisors
  - a. Student completes LT/ST withdrawal form (housed on VRC website)
  - b. Student must attach orders with form, if they are not attached it will automatically be denied
2. When request is submitted, VRC verifies the request and A&R will be notified
3. VRC will then contact the faculty to inform them what type of leave the student has chosen and provide the next steps
  - a. Subject line language to faculty:  
**URGENT:** Military Short-term absence/Long-Term withdrawal  
Request for Student Name & BC ID for CRN 12345 ENGL B1A.
4. Under 30 days: short-term military leave process
  - a. The instructor will provide the servicemember with reasonable alternative arrangements and due dates to complete coursework missed during mandatory military service.
    - i. Examples are provided in AP5013
  - b. Faculty responds to VRC, and cc student with what provisions have been provided
  - c. A student may choose from the long-term military leave options
5. Over 30 days: Long-term military leave process
  - a. Student selects one of three outcomes in consultation with the faculty member and VRC
    - i. Withdraw from the institution, retroactively to the beginning of the academic term
    - ii. If at least 75 percent of the academic term has been completed, the student may request that the faculty member assign a grade for the course based on the work the student has completed.
    - iii. Faculty member assigns a grade of incomplete (I)
6. A&R is notified of the outcome for processing student withdrawal