

Requested changes and clarifications to Military Withdrawal

1. Should the student email be BC email or personal email or both or either? (BC)
2. In the Instructor Communication section, the first sentence might read better in active voice. Who will be responsible for notifying faculty? (VRC- It includes Admissions on the form as some campus A&R teams in KCCD have VRC within the department, BC does not and is not allocated this way)
3. The notation at the bottom of the form about the timeline was moved to the top of the form (Completed)
4. Added a section for Course Title & CRN at the top with a notation to complete one form per course since these will be going to different faculty members. (Completed)
5. Under "Instructor Communication" we added a section for the faculty members to determine and provide feedback, plus add their info. (Completed)
6. I understand that final approval of withdrawal, grade, or incomplete requests are at the discretion of the instructor. (Completed)
7. Final determination regarding grades or incomplete status is at the discretion of the instructor. (Completed)
8. They want an option for action approving of "other" or a clearer way in case a student has multiple classes and different faculty give different decisions. (No, one document per class)
9. Added verbiage in instructor communications section to include "or see email documentation in BDM"
10. Added box for A&R to verify documentation email documentation is in BDM