

# PROGRESSION INTERRUPTION DUE TO MILITARY SERVICE

BAPTIST MEMORIAL COLLEGE OF HEALTH SCIENCES

ADMINISTRATION

POLICY AND PROCEDURE MANUAL

EFFECTIVE DATE: OCTOBER 17, 2001

SECTION: OPERATIONAL POLICIES – STUDENT AFFAIRS

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## Objective:

To provide students options when progression to graduation is interrupted by required active military service.

## Policy:

Students who are absent from Baptist Memorial College of Health Sciences (BCHS) due to required military service may be required to withdraw from enrollment. Such withdrawal will be in good standing, and a refund for that trimester will be made. Any refunds under this policy will adhere to Federal Financial Aid (Title IV) guidelines.

Students who are absent from BCHS for a limited period of time due to required military service may be allowed to make up any work missed with the approval of the appropriate academic dean. The decision of the dean regarding make up work or withdrawal will be final.

Any student who withdraws under these guidelines will be allowed to reenroll in the program. Reenrollment must be within three years of the completion of service. Students will meet with the appropriate academic dean or program chair to develop a new progression plan toward their degree.

Students seeking reenrollment under this policy must submit notification of intent to reenroll to the Registrar prior to the term of planned attendance. Notification of intent to reenroll must be submitted to the College no later than three years after completion of the period of service. The cumulative length of all absences from the College for military service may not exceed five years.

Any student seeking reenrollment under this policy will be required to submit a copy of the official military orders requiring military service, or a letter from the military unit's commanding officer delineating the dates of activation and release if the official orders are unavailable at the time of the student's request. This documentation will be made a part of the student's permanent record in the Registrar's Office.

Approved:

BettySue McGarvey

June 1, 2012

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Administrator

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Date

Reviewed: 10/17/01, 10/22/03; 10/05; 7/09; 6/12