Shoreline Community College Student Veteran

Deployment Information and Procedures

**Active Service for a Period Exceeding 30 Days:**

According to **2004 Washington State law**, a member of the Washington National Guard or any other military reserve component who is ordered to active federal service for a **period exceeding 30 days**, has the right to:

* Withdraw from one or more courses for which tuition & fees have been paid
* Be given a grade of incomplete and be allowed to complete the course upon release from active duty under the institution’s standard practice for the completion of incompletes; or
* Continue and complete the course for full credit.

**Procedure:**

1. The student determines if he/she wants to withdraw, receive an incomplete, or complete his/her courses.
2. The student communicates this decision to his/her instructor and the Veterans’ Programs Office and provides written documentation of his/her orders to active duty.
3. If the student chooses to complete his/her courses, he/she must work with his/her instructors to determine an appropriate plan for doing so.
4. If the student chooses to withdraw, he/she must work with the Veterans’ Programs Office to facilitate a withdrawal.
5. If any questions or concerns arise, the student and/or the instructor will call the Office of Special Services at 206-546-4545. We will gladly assist the student and/or the instructor in resolving any issues relating to deployment.

**Active Service for a Period 30 Days or Less:**

In **July 2013, Washington State law was amended** to include the following: If a member of the Washington National Guard or any other military reserve component is ordered to active federal service for a **period of 30 days or less**, and/or is scheduled for **follow-up medical treatment** **for injury incurred during that service**, and misses any of the following: class, test, examination, laboratory, class day on which a written or oral assignment is due, or other event upon which course grade or evaluation is based, the student veteran has the right to:

* Make up these events without prejudice to the final course grade or evaluation. The makeup must be scheduled after the member’s return from service and after a reasonable time for the student to prepare for the event.

If the faculty member teaching the course determines that the student has completed sufficient work and has demonstrated sufficient progress toward meeting course requirements to justify the grade without making up the class, test, examination, presentation, or other event, the grade may be awarded without makeup.

**Procedure:**

In the event that a student veteran is deployed or has follow up medical appointments related to injury incurred during service, the following procedure should be followed:

1. The student (or an appropriate officer from the military organization in which the student will be serving) will provide written notice to the instructor that the student
	1. is being or has been ordered to qualifying service and/or;
	2. is receiving medical treatment for injury incurred during qualifying service.
2. The student will provide written verification (i.e. a copy of his/her orders or a doctor’s appointment notice) to his/her instructor.
3. The student will work directly with his/her instructor to determine the best course of action and/or schedule make-up work.
4. If any questions or concerns arise, the student and/or the instructor will call the Office of Special Services at 206-546-4545. We will gladly assist the student and/or the instructor in resolving any issues relating to deployment.

For more information, **please refer to RCW 28B.10.270 and Senate Bill 5343.**

Office of Special Services, Veterans Program Office, FOSS Building, Room 5226, 206-546-4545 VeteranPrograms@shoreline.edu

March 10, 2014