



Administrative Procedure

Chapter 5 – Student Services

AP 5013 – STUDENTS IN THE MILITARY

1. PROHIBITION OF HIGH-PRESSURE RECRUITMENT TACTICS

The San Diego Community College District prohibits the payment of any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including TA funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance, and:

The District prohibits high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.

2. RESIDENCE DETERMINATIONS FOR MILITARY PERSONNEL AND DEPENDENTS

A student who is a member of the armed forces of the United States stationed in California, 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.

- a. 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/she/they is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.
- b. A veteran who was discharged or released from at least 90 days of active service, commencing on or after July 1, 2015, and his/her/their dependents, regardless of the veteran's state of residence is entitled to resident classification.
- c. 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.

- d. 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.
- e. A parent who is a federal civil service employee and his/her/their natural or adopted dependent children are entitled to resident classification if the parent has moved to this state due to a military mission realignment action involving 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.
- f. 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 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 the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)

3. WITHDRAWAL PROCESSES FOR MEMBERS OF THE MILITARY

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

4. READMISSION POLICY FOR MEMBERS OF THE MILITARY

The District will promptly readmit service members who seek readmission to a program that was interrupted due to a uniformed service obligation.

a. Eligibility

A student is eligible for readmission under this policy if, during an absence, the

student performs uniformed service, voluntary or involuntary, in the Armed Forces, including the National Guard or Reserve, active duty, active duty for training, or full-time National Guard (under federal authority). The cumulative length of all absences for uniformed service (service time only) must not exceed five years.

A student must provide orders or written notice by the Commanding Officer of a Uniformed Service Obligation, such as Temporary Duty (TDY), etc., to the Chief Student Services Officer or designee as far in advance as possible, unless precluded by military necessity. Such notice does not need to indicate when the student will return to the college.

b. Notification of Intent to Return

The student must also give oral or written notice of Intent to Return within three years after the completion of the period of service. Immediately upon the student's return to school, the student must provide notice that he/she/they may be entitled to the tuition and enrollment benefits outlined in this policy.

The student is required to provide official military obligation documentation to the Chief Student Services Officer or designee.

c. Tuition and Fees

A returning student must be charged the same tuition and fees in effect during the last academic year the student attended unless veterans' education benefits or other service member education benefits will pay the amount in excess. For subsequent academic years, the returning student may not be charged tuition and fees in excess of what other students in the program are charged.

d. Readmission Requirements

A returning student will be permitted to reenroll in the curriculum in the same academic program unless the student requests a later date of re-enrollment. A returning student will be readmitted into the same academic program the student was enrolled in prior to the military service obligation. Returning students will maintain their catalog right if their period of absence is at most two years. If the exact program no longer exists, the student must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program. Returning students will be reenrolled with the same enrollment status, number of completed credit hours, and academic standing as the last academic year of attendance.

If the District determines that a returning student is not prepared to reenroll in the same academic program with the same academic status or is unable to complete the program, the school must make reasonable efforts to enable the student to resume or complete the program at no additional cost to the student. If such efforts

are unsuccessful or place an undue hardship on the school, the school is not required to readmit the student.

In accordance with federal regulations, returning students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission under this policy. However, service members who receive dishonorable or bad conduct discharge may remain eligible for readmission even though they will not be entitled to the benefits outlined in this policy.

Reference: Education Code Sections 68074, 68075, 68075.5 and 68075.7;
Title 5 Sections 55023, 55024, 54041, 54042, 54050, and 58620;
Department of Defense Memorandum of Understanding
Military and Veterans Code Section 824
38 U.S. Code Section 3679
BP/AP 4230 Grading and Academic Record Symbols
BP/AP 5015 Residence Determination
AP 5075 Course Adds and Drops

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(This is a new procedure.)