

2622–Service-Related Leave of Absence and Readmission

Barton Community College is proud to serve its military students.

When a student must take a leave of absence from educational pursuits to address military service lasting more than 30 consecutive days, Barton will readmit the student to the academic status in place at the time of the last attendance or acceptance, and to their previous program of study, upon return.

Notification of service-related absence:

The student should notify Registrar/Enrollment Services Office of the impending service-related absence as far in advance of the absence as is reasonable under the circumstances. The student should provide the Registrar/Enrollment Services Office with documentation of military service upon request for readmission. If more than 6 months have passed since the leave began, Barton will require an updated admissions application, to update the student records.

Barton commitments upon service-related absences:

With documentation of the service-related absence and upon the service member's request, the student will be withdrawn from current enrollment and refunded at 100% of the tuition and fees charged for the classes OR receive a one-year extension to complete the required coursework.

Barton commitments upon readmissions request:

At the time of readmission, the student will be admitted into the next program class, unless a later date has been requested by the student. The student will be readmitted to the program even if college or state maximum enrollment limits have been met. The student will be readmitted to the same academic status (same program, enrollment status, credit hours and academic standing) as was in place prior to the service-related absence.

If Barton determines that the student is not prepared to resume the program, Barton will take all reasonable steps to assist the student in getting prepared to continue in the program, with no charge to the student.

For the first academic year upon return, students shall be subject to the tuition and fee charges in effect at the time of the departure. If service-related education benefits are sufficient to cover the published tuition and fee charges in place at time of readmission, Barton may assess those charges as appropriate.

The cumulative length of the absence for military service may not exceed five years.

Students seeking readmission under this policy must not have received a dishonorable or bad conduct discharge, a general court-martial, or a federal or state prison sentence.

Contact(s): Vice President of Student Services

Related Form(s):

Relevant Policy or Procedure(s): 1600 – Course Attendance

Approved by: President

Date: 9/05/24

Revision(s):