ADMINISTRATIVE REGULATION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS IN THE MILITARY

I. MILITARY SERVICES CREDIT

A. Veterans may be awarded six semester units of general elective credit toward an associate degree for a minimum of one year of active honorable military service. During the first semester of attendance, veterans who are collecting VA educational benefits must submit their DD-214 to the Veterans Office to be evaluated for credits. Veterans who are not collecting VA benefits will be evaluated by the Office of Admissions and Records.

B. Veterans may receive credit for work completed successfully in military service schools, beyond basic training, not to exceed 15 semester units. Military service credit will be evaluated only upon completion of 12 units in residence at Saddleback College or Irvine Valley College and application for an evaluation of an associate degree. Military evaluation forms may be obtained from the Office of Admissions and Records.

II. RESIDENCE DETERMINATION FOR MILITARY PERSONNEL AND DEPENDENTS

A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification.

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 shall be entitled to resident classification.

A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident.

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 persons’
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; 54042)

III. **PRIORITY REGISTRATION**

Current members of the armed forces and former members of the armed forces for any enrollment period that begins within ten (10) years of their date of separation from active duty are eligible for priority registration.

IV. **MILITARY WITHDRAWAL ENROLLMENT STATUS**

A. Students who are compelled to withdraw from courses due to military orders do not lose their status as continuing students, whenever possible.

B. Such students are not to be required to comply with new or revised academic regulations or standards unless other students who continue their enrollment are also required to comply with such regulations or standards.

V. **CHANGE OF GRADE TO MILITARY WITHDRAWAL (MW)**

A. Students wishing to change grading symbols to “MW” must petition on the form designated by the office of Admissions and Records at each college.

B. Upon verification of military orders which clearly show that the student was compelled to withdraw from courses due to active military service, the Director of Admissions and Records will change to “MW”, the grading symbols of “D”, “F”, “NC”, or “W”. The grading symbol “INC” shall be changed only if the default grade is “D”, “F”, or “NC”.

C. The first semester in which the grading symbol “MW” can be applied is the Spring 1990 semester.

D. The student is to be notified in writing of the changes made to his or her academic record within thirty days from the date the petition was filed.

VI. **FEE REFUND FOR MILITARY WITHDRAWAL**

A. Students compelled to withdraw due to military orders may petition for a full refund of any enrollment fees, non-resident tuition, health fee, ASB fee, material fee, and/or
parking fee on the petition form available in the office of Admissions and Records. Refunds are not automatic, but must be obtained by petition.

B. Upon verification of military orders which clearly show that the student was compelled to withdraw from courses due to active military service, the district will process the refund within five working days.

C. Refunds are made directly to the student except for fees paid by a third party. The latter are returned or credited to the third party.