



Red Rocks Community College Enrollment Services Operational Guidelines

Title: Call to Duty

Effective: 7/1/13 **Approved:** 1/24/14 **Revised:** 1/24/14

Reference: <http://highered.colorado.gov/Publications/Policies/Current/vi-partc.pdf>

Purpose: To define guidelines governing students called to duty.

Scope: Reserve military units, individuals with specialized emergency skills, or firefighters.

Attachment: Registration/Schedule Change form

Students Called to Duty

At times certain students (including reserve military units, individuals with specialized skills, or firefighters) are called to provide services to the country. When the call for service or national emergency is issued, it is often necessary for students to interrupt their coursework in mid-semester without advance notice.

If the student received notification of call to duty prior to the semester start date, the student is ineligible for the following process:

- **Students must present documentation verifying that they have been called to duty.**
- If a student is required to report for duty after the drop date but before the end of the semester, they will have the option of dropping their courses, regardless of published deadlines.
- If the respective faculty member approves, the student may request a grade of Incomplete. This is solely at the discretion of the instructor, but faculty is encouraged to offer reasonable options for finishing coursework.
- If tuition and fees are collected in advance of the withdrawal, a full refund will be provided for any tuition, fees, or other refundable charges paid by the student for the semester.