

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**MILITARY LEAVE OF ABSENCE AND WITHDRAWAL**

Policy No. 3357:15-13-45

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**POLICY:**

In compliance with Ohio Revised Code (ORC) 3332.20 and House Bill (HB) 488, Stark State College will grant a student a military leave of absence or withdrawal from the College while a student is serving on active duty or participating in mandatory training. Eligible students include those currently serving (Active Duty), National Guard, Reserves, and Inactive Ready Reserves.

**PROCEDURE:**

1. Withdrawal - If a student chooses to withdraw from coursework, the student must submit a copy of Notice of Induction or Orders to Active Duty to the Military Services office and/or the school's certifying official. Upon receipt of the documentation, the student will be withdrawn from all courses, and at the student's choosing, receive either:
  - a. 100% refund of the tuition and fee charges to the student; or
  - b. Credit for a subsequent academic term equal to 100% of the tuition and fee charges the student paid the College for the academic term in which the student withdraws.

If the student is a financial aid recipient, the student needs to contact Gateway Student Services.

2. Short term absences - Military students may have required military activities which cause the student to be absent from class for a short period of time (two [2] weeks or less). These absences should qualify as "excused absences" and will not be subject to penalty. Coursework must be satisfied through a written agreement between the instructor and the student and be completed within a specified time frame. A copy of the military orders must be presented to the instructor as soon as it is available.