

## Students Called to Military Service Obligation

In compliance with federal and state laws, this policy covers members of the US Armed Forces, including the National Guard and the reserves, who are called to active duty for more than 30 consecutive days.

1. When a student is called to Active Duty during the semester, the student should promptly provide a copy of the military order to the Registrar (or submit an advance notice) and indicate an intent to return. An advance notice is not required if precluded by military necessity (e.g. a mission, operation, exercise, or requirement that is classified; or a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge).

The following policy applies:

1. Withdrawal from classes for a military service obligation

- a. Returning Student

- If the withdrawal happens within the Add/Drop period, the student completes the official Add/Drop Form and receives a full refund.
- If the withdrawal happens after the Add/Drop period, the student completes the official *Add/Drop Form with a notation of Military Service* and receives a full refund. A grade of “WL” will be assigned to each course and will not affect the student’s Satisfactory Academic Progress (SAP) status.

- b. New Student

- If a new student is called to military service before the semester officially starts, the student completes the Add/Drop form and receives a full refund. The registration fee is subject to EIC’s refund policy.
- If the withdrawal happens within the Add/Drop period, the student completes the official Add/Drop Form and receives a full refund.
- If the withdrawal happens after the Add/Drop period, the student completes the official *Add/Drop Form with a notation of Military Service* and receives a full refund. A grade of “WL” will be assigned to each course and will not affect the student’s Satisfactory Academic Progress (SAP) status.

2. Nursing (ADN) students

If the military service is more than one semester, the student is covered by the *Validation Policy* shown below.

*A student re-entering any clinical course after one full semester of absence must pass a comprehensive skills test-off related to the last clinical course completed, demonstrate competency in oral and parental medication administration, and pass a written medication dosage calculation examination. The student will be allowed two chances to pass these skills to the satisfaction of the nursing faculty. A skills review packet will be provided to the student. These skills must be performed satisfactorily before the student will be allowed to proceed to the clinical area. If the skills are not demonstrated satisfactorily, the student will be dropped from the nursing program, or a student’s application for re-admission will be denied. It is the*

*responsibility of the student to contact the Nursing Chair to schedule a test-off time with a nursing faculty. A comprehensive standardized examination from previous nursing course will be used to validate knowledge of the didactic portion of the course. All validation assessment must be completed the week prior to the first day of class.*

The student may be required to attend a mandatory tutoring and skills lab practice prior to the skills test, and the student may request more time if necessary to prepare for the test.

3. Medical Assistant (MA), Cardiovascular Technology (CVT) and Diagnostic Medical Sonography (DMS) students

a. Externship

A student who is called for military service while doing externship must complete the official *Add/Drop Form with a notation of Military Service*. A grade of “IS- Incomplete due to Military Service” will be assigned to the student and will be allowed to complete the externship hours upon return. The student will be required to undergo a mandatory skill validation and tutoring with a faculty or the Department Chair who will certify that the student is ready to return to externship. The student may not necessarily be assigned to the same site.

The student will still be charged for the externship course per EIC’s refund policy but will not be charged again for the same course upon return.

b. A student who is on military service for more than one semester will be required to undergo a mandatory CVT/DMS scanning or MA skill validation and tutoring by a faculty or the Department Chair.

4. Dental Hygiene (DH) students

A student who is on military service for more than one semester will be asked to audit a previously passed clinical course prior to reentry in order to demonstrate a satisfactory level of clinical skills.

II. If the military obligation happens in between semester sessions (e.g. during Christmas break between Fall and Spring semester) and the student is unable to submit the military order before deployment, the student must send an email promptly to the Registrar and Dean informing them of the military service. The student will be required to submit document or proof of military service within the period of the student’s absence in the College upon return or re-enrollment. The student will be classified as “WL”.

III. Re-enrollment after military service obligation

A student who completed a military service may return to EIC without penalty for having left due to such service and will be promptly re-admitted with the same

academic status. The student may be asked to comply with specific departmental policy (e.g. Validation Policy for Nursing) before registration.