TITLE: **STUDENT WITHDRAWAL FOR MILITARY DEPLOYMENT OR REASSIGNMENT** **POLICY**

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: **June 25, 2013**

Luzerne County Community College students who are registered for courses and who have been deployed or reassigned for military service may withdraw from a course(s) through one of the following options:

* Once the student provides copies of deployment orders and submits a request for withdrawal, regardless of whether the request is made during or after the Drop/Add period, the Registrar’s Office may backdate the student’s registration so that no charges are assessed for the term and no courses appear on an official transcript.
* If the student does not have deployment orders, the student must follow standard College withdrawal policy and procedures. However, the student can make a retroactive appeal to the Registrar’s Office to have the courses and charges removed from his/her record upon receipt of the required deployment orders.
* Students who withdraw before any Federal or State Financial Aid has been posted to their account and have been approved for a retroactive withdrawal will have all aid cancelled and with no penalty to the student. If the student withdraws before 60% of the semester has been completed and his/her aid has been posted, he/she will be subject to the Federal Return of Title IV and State Aid refund policy as stated in the college catalog which may result in a balance to the College to compensate for financial aid refunds disbursed and/or to the College bookstore for financial aid book balances used.
* After the Drop/Add period but prior to the end of the semester, the student can request an incomplete grade with the course instructor in accordance with the Incomplete Grade policy. Students pursuing an incomplete grade will not have the course or tuition removed from their records.