

Rock Valley College

Military Service Personnel, Education Opportunities

RVC Administrative Procedure (4:10.110)

Purpose

This policy establishes student rights and institutional responsibilities when a student is unable to attend classed due to military service, including excused absences, tuition considerations, course completion options, and readmission after absences exceeding thirty (30) consecutive days.

Scope

This policy applies to Rock Valley College students who are members of the National Guard, Reservists, or active duty military called to federal or state active duty. It also applies to RVC faculty, the Dean of Students Offices, Records Office, Veteran Services, and Financial Aid.

Department and Primary Point of Contact Involved

Primary: Veterans Program Manager, Financial Aid Office, 2nd floor of Stenstrom Student Center

Secondary: Dean of Students Office

Definitions

Federal Active Duty: Military service ordered under federal authority.

Notice of Military Service: Can be oral or written notification provided by the student or designated military official indicating call to service.

Notice of intent to Return: Oral or written notification indicating the student's intent to resume enrollment.

Procedure

Notification of Military Duty and Support Procedure

1. Students impacted by military duty are immediately connected with the Veterans Program Manager, the primary point of contact.
2. Veterans Program Manager will assist students with submitting a Behavioral Intervention Team (BIT) report. This consists of notifying the Dean of Students Office and providing all relevant information regarding the students status. This notification can be either verbal or written.
3. The Dean of Students Office will submit a BIT communication alerting all professors of the students status. This communication also:
 - a. Requests professors to provide appropriate support and reasonable accommodations

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- b. Includes relevant campus partners (Veterans Office, Dean of Students Office and the Registrar's Office)
4. The Veterans Program Manager will work with the student regarding supporting documentation of military duty and will assist the Dean of Students Office with ongoing support for the student if needed. If absence consists of seven (7) or more consecutive days, the Program Manager will follow guidelines for non-attendance due to military duty. Absences of thirty (30) or more days will be directed by the Readmissions Policy.

Non-Attendance Due to Military Duty

1. Students unable to attend class due to military service will be excused and permitted make up examinations or coursework missed during their absence provided military orders are submitted to each instructor prior to the absence when feasible.
2. Students and instructors will determine whether the student can successfully complete the course through early completion, an incomplete grade, or withdrawal.
3. Student called to federal active duty for seven (7) or more consecutive days may withdraw from all courses and receive a full refund of tuition and fees after submitting a Tuition Appeal Request and military orders to the Records and Registration Office and Veterans Office.
4. Full/Partial Completion of Courses- Students who choose to complete all or some of their courses will need to do one of the following;
 - a. Complete courses early – Arrangements will need to be made between the student and instructor. All coursework must be completed prior to reporting to duty.
 - b. Incomplete – With instructor permission, students may take an incomplete. The instructor will provide the guidelines for expected completion. The final grade will appear as an "I" until all course requirements have been met.
5. Students absent for more than thirty (30) consecutive days must withdraw fully and refer to the Readmission Policy.

Readmissions Procedure

1. Students called to military service must provide oral or written notification of military service as far in advance as reasonably possible; no return date required at this time.
2. Notice of intent to return must be submitted within three (3) years of completion of service or within two (2) years following recovery from a service-related injury or illness. Cumulative length of military related absences may not exceed five (5) years.
3. Upon notice of intent to return, Rock Valley College will readmit the student into the same or similar program, with the same academic status, enrollment status, and credit hours previously earned, unless the student requests otherwise.
4. If the student is not academically prepared to resume, the college will make reasonable efforts at no extra cost to assist the student in becoming prepared, unless doing so creates an undue hardship.

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Tuition and Fees

Returning students will not be assessed higher tuition or fees than those charged during the academic year in which the student left, unless the veteran or service members' education benefits, permit assessment of current year charges.

Related Documents

Department of War (DoW) - Voluntary Education Partnership Memorandum of Understanding (MOU)

Illinois Statute (330 ILCS 60/5.2)

Chapter 3, Volume 2 of the Federal Student Aid Handbook

Reference: AR 314

Implemented: April 8, 2014

Revised: June 2, 2026