



CHAPTER 3	SECTION NO.
Student Policies	3.15
REFERENCE	<i>Adopted: October 12, 2010</i>
3.15 Student Military Duty	<i>Reviewed: October 12, 2010; November 12, 2024</i>
	<i>Revised: November 12, 2024</i>

Student Military Duty:

Kishwaukee College students who are called to active military service will be allowed reasonable time and opportunity to complete class requirements and any unfinished courses at a later date at no additional charge. If it is not reasonable for a student to complete class requirements, then the student will be allowed to withdraw from the class with a full refund of tuition and fees. The student will be given priority over other students in reenrolling in the course or courses. (110 ILCS 675/20-135)

If called to active duty, students should notify faculty, and the Student Services Office as soon as possible. Faculty and the Student Services Office will work with students to determine if they should receive reasonable time and opportunity to complete class requirements and any unfinished courses, receive a final grade or drop their courses for a refund. College staff will not have to require student signatures nor follow the normal procedures in order to implement this policy due to the fact that some students may have to transact their drops via the phone or email.

Students called to active duty during a semester or term in which they are enrolled will receive a full refund of tuition and fees if the call results in their having to drop their classes. A full refund will be processed without regard to the point in the term that the course drop occurs and students who are issued refunds for course drops will have their course enrollments for that term removed from their official academic records.

Students called to active duty may choose to inquire about their eligibility for an Incomplete ("I") grade or a final course grade in each class based upon the amount of assigned work completed. Students denied an incomplete or receipt of a final grade (typically because the call-up date is too early in the semester) will retain the option of dropping the course for a refund. Students choosing to receive an incomplete or final grade (with instructor agreement) will not be entitled to a refund of tuition and fees.

Any incomplete grades not resolved by the deadline in the incomplete grade contract will be converted to non-punitive withdrawal ("W") grades, in contrast to the standard policy of conversion to failures. Flexibility in extending deadline dates for resolution of incompletes will be encouraged.

National Guard and Reservist Classwork Policy:

Kishwaukee College currently enrolled students who are a member of the National Guard of any state, the District of Columbia, a commonwealth, or a territory of the United States or any reserve component of the Armed Forces of the United States shall be allowed to submit classwork and complete any other class assignments missed due to the student participating in a drill or other military obligation required as a member of the National Guard or the reserve component.