

Pennsylvania College of Technology

Procedure Statement

Title: Military Drops, Withdrawals and Reenrollment **Number:** PR 4.63

Approved by:
Presidential Action

Approved Date: 2/2023
Implementation Date: 2/2023
Last Review Date: 2/2023
Last Revision Date: 2/2023

Persons/Departments Affected:

Students who are U.S. Armed Forces active-duty service members or activated reserve-component service members, and/or dependent spouses/domestic partners of these students.

Responsible Department:

Veteran & Military Services, Registrar's Office and Admissions Office

Definitions:

Documentation of Military Service Obligation - A student's military service obligation can include a military permanent change of station (PCS), temporary duty assignment (TDY), reserve-component activation, or deployment. Students must provide proof of the military obligation by providing:

- a. a copy of military orders, and when applicable,
- b. proof of dependency to the military obligated service member (spouse/domestic partner only).

Military Drop – Voluntary discontinuance of enrollment in some, but not all classes resulting from military orders or proof of dependency to the military obligated service member.

Military Withdrawal – Voluntary discontinuance of enrollment in all classes resulting from military orders or proof of dependency to the military obligated service member.

Undergraduate Reenrolled Student – A student who has previously attended Penn College as an undergraduate student and had a break in enrollment. The student graduated; voluntarily withdrew; was administratively withdrawn; or was suspended, dismissed, or expelled from an undergraduate major; and now has returned to Penn College for an undergraduate program.

Graduate Reenrolled Student – A student who has previously attended Penn College as a graduate student and had a break in enrollment. The student graduated with a master's degree; voluntarily withdrew; was

administratively withdrawn; or was suspended, dismissed, or expelled from a graduate major; and now has returned to Penn College for a graduate program.

Break in enrollment – A period of at least one semester, excluding summer, without being registered for classes.

Procedure:

Students who are U.S. Armed Forces active-duty service members or activated reserve-component service members are subject to changes of assignment/duty location and military activation, all of which can occur with little or no notice. The changes in assignment can cause interruptions that impact the ability to pursue academic programs at Penn College. Our policies and procedures are designed to accommodate these students to minimize academic or financial consequences, and ease their return to academic pursuits once their military obligations are complete.

I. Military drop – student-initiated

A. Student action

1. To drop a course up to the 20% point of the class, the student must submit a completed Drop/Add Form (available on the portal) to the Registrar's Office. The drop will be removed from the student's schedule and will not appear on the official transcript.
2. To drop a course from the 20% point through the 80% point of a semester, the student must submit a completed Drop/Add Form (available on the portal) to the Registrar's Office. The withdrawn course will remain part of the student's schedule and will appear on the official transcript with the assigned grade of "W."

B. Registrar's action

1. The Registrar's Office reviews the form for completeness and processes the drop of the course(s).
2. Notifies Veteran & Military Services.

II. Student-initiated military withdraw from the college.

A. Student action

1. To withdraw up to the 80% period of the semester, the student must
 - a) Officially withdraw from all currently registered classes by obtaining a Withdrawal Form (available in the Registrar's Office), gathering all required signatures, and submitting the form to the Registrar's Office.

- b) Provide valid military orders showing dates that impact the semester for which the request is made to the Registrar's Office.
 - c) Satisfactorily account for all property issued by the College.
 - d) Settle all College obligations (e.g., parking or library fines).
2. To withdraw after the 80% period of the semester, the student should contact the Registrar's Office.

B. Registrar action

1. Reviews the form for completeness and processes the withdrawal when all student obligations are met.
2. Codes withdraw reason as Military Orders.
3. Notifies Bursar's Office to issue refund.
4. Notifies Veteran & Military Services.

III. Military students returning from a break in enrollment

A. Students follow the Undergraduate Reenrollment Policy, [P4.33](#), or Graduate Reenrollment Policy, [P4.62](#), noting the following:

1. Students will be advised by the Financial Aid Office of actions required to defer loan(s) repayments based on active military duty obligations.
2. A student, reenrolling in the same major in which they were last enrolled, is allowed to meet the graduation requirements in effect at the time of the original enrollment as long as that major has not been terminated.
3. If the leave is longer than two years, the appropriate dean/assistant dean will assess the open requirements to determine if the student's catalog year should be adjusted.
4. Waitlist restrictions could apply depending on the timeline of the leave.
5. Students returning to a major with selective admission requirements must meet those requirements and be selected into the major through the competitive ranking process, as applicable. Exceptions may be granted by the Dean of Nursing and Health Sciences.

Revision History:

Date: 02/2023 New policy to document current practice

Cross References:

Terminations, Drops, and Withdrawals Policy, [P 4.31](#)

Undergraduate Reenrollment Policy, [P 4.33](#)

Graduate Reenrollment Policy, [P 4.62](#)

Military Drops, Withdrawals and Reenrollment Policy, [P 4.63](#)