

5.12.1 Military Service and Veterans with Disabilities Procedure

Part 1. Purpose

To provide consistent guidance for students within the Minnesota State Colleges and Universities who are called to active duty for military service or are veterans, as defined in Minn. Stat. § 197.447.

Part 2. Applicability

This procedure applies to students who are called to active duty for military service or veterans with a service-connected disability certified by the United States Department of Veterans Affairs, and their service-connected medical condition or medical treatment requirements prevent them from attending or progressing in their higher education training or studies.

Part 3. Student Options for Course Interruption by Active Duty, Medical Conditions, or Medical Treatment

Students who are members of any branch of the U.S. military and who are unable to complete a semester due to being called to active duty or who are veterans with a service-connected disability must, to the extent possible, be provided one of the following options.

Option 1. Withdraw and refund

The student may withdraw from one or more courses for which tuition and fees have been paid and receive a full refund of those fees. In such a case, the student may either receive a retroactive drop from the courses or "W" grades with an approved tuition waiver and Military Withdrawal annotation on the student's record, whichever is deemed in the student's best interest. The Military Withdrawal annotation on the student's record must not result in negative consequences for the student. The student's grade point average must not be altered or affected in any manner because of action under this item. Any refunds are subject to the requirements of the state or federal financial aid programs of origination.

Students receiving financial aid who choose this option must be informed that they may be liable for any required refunds of state or federal financial aid funds.

Option 2. Delay completion

The student may be given a grade of incomplete in a course and complete it upon release from active duty, upon completion of medical treatment, or upon sufficient medical recovery. Course completion may be achieved through independent study or by retaking the course without incurring additional tuition costs. Under federal financial aid policies, a course that is retaken under these conditions cannot be counted toward a student's enrollment load.

Option 3. Complete the course

The student may continue and complete the course for full credit. Class sessions missed by a student due to active military service, veterans' medical treatment, or a condition must be counted as excused absences. They cannot be used to adversely impact the student's grade or

standing in the class. However, any student who selects this option is not automatically excused from completing assignments when performing active military service, receiving medical treatment, or recovering from a medical condition.

According to Minn. Stat. § 192.502, a passing grade must be awarded if, in the opinion of the faculty member teaching the course, the student has completed sufficient work and has demonstrated adequate progress toward meeting course requirements to justify the grade.

Part 4. Refunds

Military Service members or veterans with a service-connected disability are eligible to receive a refund for paid room, board, and fees attributable to the time during which the student was serving in active military service, receiving medical treatment, or dealing with the student's medical condition and did not use the facilities or services for which the amounts were paid. Any refund of room, board, and fees is subject to the requirements of the state or federal financial aid programs from which the funds originated.

Part 5. Withdrawal and Readmission

Students who choose to withdraw must be readmitted and reenrolled as students at Central Lakes College, without penalty or redetermination of admission eligibility, within two years following release from the state or federal active military service or following completion of medical treatment or sufficient recovery from the student's medical condition.

Date of implementation/Presidential Approval: 5/1/2017

Date of last review: 7/31/2025