



Form 1: Presentation Checklist

Name: _____

Date: _____

Department: _____

COCC Contact Information: _____

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

PROPOSAL OVERVIEW

TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
 - Procedure—new
 - Identify suggested location in *GPM*: _____
- Policy—revision (Attach current policy with proposed changes illustrated with track changes)
- Policy—new
 - Identify suggested location in *GPM*: _____
- New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- Other: _____

BUDGET

INSTRUCTIONAL REQUIREMENTS

OPERATIONAL NEEDS, CURRENT AND FUTURE

STUDENT IMPACT

ANTICIPATED IMPLEMENTATION TIMELINE

G-33-9: Student Military Orders and Academic Support

Central Oregon Community College supports students who must interrupt their education due to military service. State and federal laws provide protections for students who are ordered to active duty or who must leave school to perform qualifying military service.

G-33-9.1: Deployed for 30 or More Consecutive Days

A current student who is a member of the military, commissioned corps of the National Oceanic and Atmospheric Administration, or the Public Health Service of the United States Department of Health and Human Services, and is ordered to state or federal active duty for more than 30 consecutive days are entitled to certain academic and financial protections. The Admissions and Records Office will coordinate this policy, noting that a copy of the student's deployment orders is required prior to any action taking place.

Current Courses

Students who are deployed have the following options regarding their current courses:

- Withdraw from a course without academic penalty
- Receive an incomplete "I" grade and complete course requirements upon return from active duty, so long as the grade is in line with COCC's Incomplete Grade standards
- Continue coursework when feasible and agreed upon with the instructor, with the following provisions:
 - Any class session missed as a result of active duty shall be counted as excused absences and cannot adversely impact the student's final course grade;
 - The student may not be automatically excused from completing course assignments due during active duty;
 - A final grade should be awarded if, in the opinion of the instructor, the student makes sufficient progress towards course requirements
- Receive reimbursement or credit for amounts paid toward tuition, fees, and room and board

Readmission/Return to COCC

Within one year of release from active students, students who choose to return to COCC, will:

- Be readmitted with the same academic status they held when they last attended;
- Have all advising and registration activity take place as if there was no gap in the student's enrollment; and
- Have institutional scholarships or grants reinstated if eligibility requirements are met.
- Have Oregon Student Access and Completion scholarships or grants reinstated in line with Higher Education Coordinating Commission rules.

G-33-9.2: Deployed for 30 or Fewer Consecutive Days

A current student who is a member of the military, commissioned corps of the National Oceanic and Atmospheric Administration, or the Public Health Service of the United States Department of Health and Human Services, and is ordered to state or federal active duty for 30 or fewer consecutive days are

entitled to certain academic and financial protections. The Admissions and Records Office will coordinate this policy, noting that a copy of the student's deployment orders is required prior to any action taking place.

Any class session missed as a result of active duty shall be counted as excused absences and cannot adversely impact the student's final course grade. With this, the student has two options upon return from active duty:

- Complete any missed course requirements, doing so within a reasonable amount of time; or
- Request that the instructor award a letter grade without completing all course requirements if the instructor determines that the student has completed sufficient work and demonstrated sufficient progress toward meeting course requirements.

A student's grade may not be negatively impacts solely due to late completion of course requirements.