



Title: Mobilization/Activation of Reservists and National Guard Policy

Effective Date: May 15, 2007

Date of Last Revision: May 15, 2007

Review Date:

Cancellation:

Office: Student Affairs (SA 200)

Mobilization/Activation of Reservists and National Guard Policy

Louisiana Technical College (LTC) recognizes that many of its students serve our country in the reserve forces of the U.S. Armed Services and in the Louisiana National Guard, and that these students are subject to unforeseen mobilization/activation in response to local, regional, national, or international, emergency situations. The Technical College adheres to policy established by the Louisiana Board of Regents (BoR) to define the procedures to follow when a Reservist or National Guard student is mobilized and/or activated.

Authority/Source: Louisiana Board of Regents Policy, Section II 8.2 Reservist and National Guard Mobilization/Activation for Louisiana Public Higher Education Institutions

Policy Reference: LTC Policy #IS1930.195 Withdrawal from College
 LTC Policy #FS1930.372 Refund

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	11/29/06	
X	Academic Affairs Officers	11/29/06	
X	LTC Regional Directors	06/01/07	
X	Vice President of CTE	06/01/07	06/01/07

Distribution: Distributed Electronically via College's Intranet Hard Copy Distribution to LTC Regional Directors

James R. Sawtelle III
 Vice President for Career and Technical Education



Mobilization/Activation of Reservists and National Guard Policy

Procedures & Specific Information

239.1 SCOPE

Louisiana Technical College recognizes that many of its students serve our country in the reserve forces of the U.S. Armed Services, and in the Louisiana National Guard, and that these students are subject to unforeseen mobilization/activation in response to local, regional, national, or international emergency situations. It is the intent of the College to minimize effects of this disruption to students' academic careers. To qualify under the provisions of this policy, a student must present official military orders to the College. If the time between notification and activation does not allow the student to request consideration under this policy, the parent, guardian, or spouse may do so.

239.2 MOBILIZATION OR ACTIVATION PROCEDURES

239.2.1 During the first 14 days of a regular semester, the student will be completely dropped from all classes with a full refund/cancellation of tuition and refundable fees. No record of the course will appear on the student's transcript.

239.2.2 During the period between the 15th and last day to withdraw with a "W", the student will receive a "W" grade for all classes. Tuition and refundable fees paid will be refunded at 100%.

239.2.3 During the period following the last day to withdraw with a "W" grade and two weeks prior to the end of a regular semester, the student may:

239.2.3.1 Choose to take a "W" in all classes and receive a full refund of tuition and refundable fees; or

239.2.3.2 Request an Incomplete ("I") grade for some or all of the classes and receive a refund for only the prorated amount of tuition and refundable fees for the courses in which a "W" has been received. The student shall have one year after the conclusion of the involuntary term of active duty to make up the incomplete work.

239.2.4 During the last week of a regular semester, the student may:

239.2.4.1 Choose 239.2.3.1 or 239.2.3.2 above; or

239.2.4.2 Request a final grade based on the work that was completed prior to the mobilization/activation; or

239.2.4.3 Request to take an early final examination.

239.2.5 Should mobilization/activation occur outside the realm of a regular semester, direction will be provided by LTC Regional Director.

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