

**THREE RIVERS COLLEGE  
STUDENTS POLICY**

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SP 2180 Military Service	Page 1 of 2
Associated Policies: SP 2710 Financial Aid Programs; GAP 1320 Consumer Protection	
Associated Regulation: SR 2181 Military Duty; SR 2182 Military Education Benefits	
References: 32 U.S.C. 502 (f)(1) or the authority of 10 U.S.C. 12301 (d) or 10 U.S. C. 12304; Federal Student Aid Handbook; DoD Voluntary Education Partnership MOU	
Supersedes: SP 2180 Military Duty	
Responsible Administrator: Chief Student Services Officer; Chief Academic Officer	
Initial Approval: 09-19-2012	Last Revision: 10-18-2023

Three Rivers College is committed to supporting students serving in the military. The college will work individually with any student with extenuating circumstances involving a military call to active duty that would normally necessitate a withdrawal from the college to work out arrangements in the student's best interest academically and financially. Exceptions to this policy are to be determined by the Chief Student Services Officer and the Chief Academic Officer.

Students called into service of the United States pursuant to 32 U.S.C. 502 (f)(1) or the authority of 10 U.S.C. 12301 (d) or 10 U.S. C. 12304 or any such call or order by the President of the United States or the Congress or the governor, to active service for training, prior to the completion of the semester or similar grading period, that student will be eligible for

1. A complete refund of all tuition and incidental fees for that semester,
2. An award of a grade of "Incomplete", or
3. Under special circumstances the issuance of a final grade based on current course work

Students called to active duty should immediately present their orders to the Office of Student Services. Specific details and requirements are outlined in SR 2181 Military Duty.

A trained and qualified Veteran School Certifying Official (SCO) is on staff as a designated point of contact for academic and financial advising. The SCO supports service members seeking information on the TA program, Title IV funding, VA education benefits and are familiar with institutional services to Service members who are seeking information about academic counseling, financial aid counseling, job search support, or other student support services at the College. The SCO is responsible for certifying enrolled veterans, survivors, and dependents under Title 10 of the U.S. Code. Refer to College regulation SR 2182 Military Education Benefits.

**THREE RIVERS COLLEGE  
STUDENTS POLICY**

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SP 2180 Military Service	Page 2 of 2
Associated Policies: SP 2710 Financial Aid Programs; GAP 1320 Consumer Protection	
Associated Regulation: SR 2181 Military Duty; SR 2182 Military Education Benefits	
References: 32 U.S.C. 502 (f)(1) or the authority of 10 U.S.C. 12301 (d) or 10 U.S. C. 12304; Federal Student Aid Handbook; DoD Voluntary Education Partnership MOU	
Supersedes: SP 2180 Military Duty	
Responsible Administrator: Chief Student Services Officer; Chief Academic Officer	
Initial Approval: 09-19-2012	Last Revision: 10-18-2023

**DOCUMENT HISTORY:**

- 09-19-2012:** Initial approval of policy SP 2180 Military Duty.
- 09-16-2015:** Revision of position title Chief Student Success Officer to Chief Student Services Officer.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 02-28-2017:** Minor language changes to the first paragraph.
- 10-18-2023:** Policy name change to align with SR 2181 Military Duty and SR 2182 Military Education Benefits, and added a statement to clarify College operations that include the terms of the DoD Voluntary Education Partnership MOU agreement. Added Chief Academic Officer as a co-administrator.