



St. John's College Policies and Procedures

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SYSTEM: HSHS	MANUAL(S): HSHS St. John's College Policies
TITLE: Military Student Academic Policy	ORIGINATING DEPARTMENT: St. John's College
EFFECTIVE DATE: 08/01/2024	REVISION DATE(S):
SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.	

Purpose:

This policy provides details on support and accommodations for military students, ensuring their academic success and smooth transition between military service and higher education.

Policy:

1. Eligibility:

This policy applies to all students who are active duty, reservists, National Guard members, veterans, or dependents of military personnel.

2. Key Provisions:

a. Military Leave of Absence:

- i. Students called to active duty or training can request a military leave of absence.
- ii. The leave will not affect their academic standing, and they can return without penalty.
- iii. Students must provide official military orders to qualify.

b. Course Withdrawal and Refunds:

- i. Students who need to withdraw from courses due to military obligations are eligible for a full refund or credit.
- ii. Withdrawals will be marked as "military withdrawal" on transcripts, which will not impact GPA.

c. Flexible Scheduling:

- i. Military students can request flexible scheduling or online course options to accommodate their service commitments.
- ii. Faculty will provide reasonable accommodations for missed classes, exams, and assignments.

d. Transfer Credits:

- i. Credits earned through military training and experience will be evaluated for transferability.
- ii. The college will use the American Council on Education (ACE) guidelines to assess military transcripts.

e. Support Services:

- i. Support services, including academic advising, will be available to military students.



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f. **Priority Registration:**

- i. Military students will receive priority registration to ensure they can enroll in required courses that fit their schedules.

g. **Scholarships and Financial Aid:**

- i. Information on scholarships and financial aid specifically for military students will be provided.
- ii. Assistance with applying for GI Bill benefits and other military education benefits will be available.

3. Implementation:

- a. This policy will be reviewed annually to ensure it meets the needs of military students and complies with federal and state regulations.
- b. Feedback from military students will be solicited to improve and update the policy as needed.