

# Pennsylvania College of Technology

## Policy Statement

**Title:** Military Drops, Withdrawals and Reenrollment      **Number:** P 4.63

**Approved by:**  
Presidential Action

**Approved Date:** 2/2023  
**Implementation Date:** 2/2023  
**Last Review Date:** 11/2024  
**Last Revision Date:** 11/2024

### **Persons/Departments Affected:**

Students who are U.S. Armed Forces active-duty service members or activated reserve-component service members, and/or dependent spouses/domestic partners of these students.

### **Responsible Department:**

Veteran & Military Services, Registrar's Office, and Admissions Office

### **Definitions:**

Documentation of Military Service Obligation - A student's military service obligation can include a military permanent change of station (PCS), temporary duty assignment (TDY), reserve-component activation, or deployment. Students must provide proof of the military obligation by providing:

- a. a copy of military orders, and when applicable,
- b. proof of dependency to the military obligated service member (spouse/domestic partner only).

Military Drop – Voluntary discontinuance of enrollment in some, but not all classes resulting from military orders or proof of dependency to the military obligated service member.

Military Withdrawal – Voluntary discontinuance of enrollment in all classes resulting from military orders or proof of dependency to the military obligated service member.

Undergraduate Reenrolled Student – A student who has previously attended Penn College as an undergraduate student and had a break in enrolled status. The student graduated; voluntarily withdrew; was administratively withdrawn; or was suspended, dismissed, or expelled from an undergraduate major; and now has returned to Penn College for an undergraduate program.

Graduate Reenrolled Student – A student who has previously attended Penn College as a graduate student and had a break in enrolled status. The

student graduated with a master's degree; voluntarily withdrew; was administratively withdrawn; or was suspended, dismissed, or expelled from a graduate major; and now has returned to Penn College for a graduate program.

Break in enrolled status – A period of at least one semester, excluding summer, without being registered for classes.

**Policy:**

Students who are U.S. Armed Forces active-duty service members or activated reserve-component service members are subject to changes of assignment/duty location and military activation, all of which can occur with little or no notice. The changes in assignment can cause interruptions that impact the ability to pursue academic programs at Penn College. Our policies and procedures are designed to accommodate these students to minimize academic or financial consequences and ease their return to academic pursuits once their military obligations are complete.

- I. Military drops – Initiated by student with military orders or dependency to the military obligated service member. Intended to provide students maximum flexibility to complete courses by maintaining a partial schedule when possible.
  - A. Students who have short term orders (up to three weeks) that impact attendance/participation should discuss options with the faculty member of each course. Options may include:
    1. Completing work remotely.
    2. Making up work following return.
    3. Requesting an 'I' (incomplete) grade, contract with faculty to fulfill obligations for the course by a defined date.
    4. Dropping a course.
  - B. A student may drop a course up to the 20% point of the class or semester with only the signatures of the student and the academic advisor. The dropped course will be removed from the student's schedule and will not appear on the official transcript.
  - C. A student may drop a course from the 20% point through the 80% point of a semester for standard 16-week courses with the signatures of the student, academic advisor, and course instructor. Withdrawal from short-term classes will be adjusted accordingly. The withdrawn course will remain part of the student's schedule and will appear on the official transcript with the assigned grade of 'W.'
  - D. Refunds for dropped courses will be applied according to the College's Refund Policy, [P5.23](#).

- II. Military withdrawal from the College - Initiated by student with military orders or dependency to the military obligated service member.
  - A. Students who discontinue their enrollment at the College due to receiving military orders or dependency to the military obligated service member must initiate the military withdrawal through the Registrar's Office as established in the related Military Drops, Withdrawals and Reenrollment Procedure, [PR4.63](#).
  - B. Students initiating withdrawals up to the 20% point of a semester will receive a full refund of their tuition and fees. No grade will be posted to the transcript.
  - C. Students initiating withdrawals after the 20% point of a semester will receive a full refund of their tuition and fees. Classes withdrawn from during this time period appear with withdrawal grades ('W') on the transcript.
  - D. Students who fail to present military orders or proof of dependency to the military obligated service member that indicate an impact on the semester the student is withdrawing, will follow the standard Terminations, Drops and Withdrawals Procedure, [PR4.31](#).
  - E. Refunds for room and board will be prorated.
- III. Military course drops and military withdrawal from the College will not count as course attempts.
- IV. Military students returning from a break in enrollment
  - A. Students follow the Undergraduate Reenrollment Policy, [P4.33](#), or Graduate Reenrollment Policy, [P4.62](#), noting the following:
    - a) Students will be advised by the Financial Aid Office of actions required to defer loan(s) repayments based on active military duty obligations.
    - b) A student, reenrolling in the same major in which they were last enrolled, is allowed to meet the graduation requirements in effect at the time of the original enrollment as long as that major has not been terminated.
    - c) If the leave is longer than two years, the appropriate dean/assistant dean will assess the open requirements to determine if the student's catalog year should be adjusted.
    - d) Waitlist restrictions could apply depending on the timeline of the leave.
    - e) Students returning to a major with selective admission requirements must meet those requirements and be selected into

the major through the competitive ranking process, as applicable. Exceptions may be granted by the Dean of Nursing & Health Sciences.

**Revision History:**

Date: 11/2024 Revised definition of “enrollment” to “enrolled status” due to student information system conversion.

Date: 2/2023 New policy to document current practice

**Cross References:**

Terminations, Drops and Withdrawals Procedure, [PR4.31](#)

Undergraduate Reenrollment Policy, [P4.33](#)

Graduate Reenrollment Policy, [P4.62](#)

Military Drops, Withdrawals and Reenrollment Procedure, [PR4.63](#)