
TITLE: MILITARY-RELATED STUDENTS

POLICY NO: 1-16

EFFECTIVE DATE: 2/25/14

VCCS POLICY NO: [4.3.2.3](#)

REVISED DATE: 07/21/15

I. Purpose:

To comply with Virginia Community College System (VCCS) policy and all applicable provisions regarding military-related students found under *Code of Virginia*, Title 23, § § [23-7.4](#), [23-9.2:3.7](#), and [23-9.6:2](#).

II. Definitions:

Military-related students: students who are active duty military, spouses of active duty military, children of active duty military, veterans, reservists, or members of the Virginia National Guard, who have been officially determined as eligible to receive veterans education benefits through enrollment at the college, or who have provided documentation of such status to the college.

Priority registration status: eligibility to enroll in courses as part of the first group of students during any registration period.

Registration benefits: may include priority registration, priority wait-listing, priority enrollment in online courses, and waiver of course enrollment caps.

Veteran: an individual who has served at least one (1) day of service in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

III. Policy:

J. Sargeant Reynolds Community College (Reynolds) subscribes to the notion of providing a flexible, friendly environment to military students and families. As such, the following provisions are in place to assist military-related students with enrollment and other transactions at the college.

A. Any military-related student who enrolls at Reynolds shall be eligible for in-state domicile for the purposes of tuition absent of the required twelve-month wait period, provided he/she complies with the college's procedures and the [State Council for Higher Education for Virginia's \(SCHEV\) Domicile Guidelines](#) regarding domicile for military-related students.

B. All military-related students shall have priority registration status at the college during registration periods. Students must provide proof of active duty, veteran status, or eligibility

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of veterans' education benefits through Enrollment Services in order to receive this benefit. Documentation should be provided prior to any registration period. This benefit shall take effect at the beginning of the next registration period.

- C. In the event that a military-related student is called to duty during the course of a semester/term, or is affected by a deployment of his/her family member, the student may petition the dean of the school in which his/her courses are housed to determine if he/she is able to continue in the course in an alternate format. The student must provide documentation of his/her deployment to the dean, who shall assess the situation on a case-by-case basis.
- D. In the event that an active duty student is unable to continue enrollment, the student shall be eligible for a tuition refund under [Reynolds Policy No. 1-2](#), Tuition Refunds.
- E. Students called to active military duty, whose service prevented them from completing their academic program, may be re-admitted to such program. Readmission shall be subject to [Reynolds Policy No. 1-20](#), Effective Catalog Year.

Military students may have credits and experiences evaluated for credit under [Reynolds Policy No. 1-21](#), Advanced Standing.

IV. Procedures:

Any eligible student seeking benefit from this policy will consult with the staff in Enrollment Services, who will advise the student on the proper procedures to access such benefits. Students who are at a distance may contact Enrollment Services at (804) 523-6464 or by email at enroll@reynolds.edu.

V. Other Information:

Code of Virginia, Title 23, § § [23-7.4](#), [23-9.2:3.7](#), and [23-9.6:2](#)

[SCHEV Domicile Guidelines](#)

[SCHEV Virginia Tuition Relief, Refund, and Reinstatement Guidelines](#)

[SCHEV Guidelines on Course Registration Policies for Military-Related Students at Virginia Public Higher Education Institutions](#)

[Reynolds Policy No. 1-2](#), Tuition Refunds

[Reynolds Policy No. 1-20](#), Effective Catalog Year

[Reynolds Policy No. 1-21](#), Advanced Standing