

**Seminole State College Catalog Addendum  
2022-23**

**Seminole State College Armed Forces Service Member Readmission Procedure**

This guideline applies to an Armed Forces Service Member who has withdrawn from Seminole State College (SSC) due to military service lasting more than 30 consecutive days, or a Service Member unable to attend class for 1-29 consecutive days when the absence would result in a withdrawal from college.

Military service, for the purpose of this guideline, includes the following:

- a. voluntary or involuntary service under federal authority
- b. armed forces service, including the National Guard or Reserve on active duty
- c. active duty for training or full-time National Guard duty under federal authority

**Service Under State Active Duty**

The cumulative length of the absence and of all previous absences for military service may not exceed five years. Only the time the Service Member spends performing military service is counted. Please see the SSC Coordinator of Veterans Affairs for possible exclusions.

The Service Member must notify the SSC Coordinator of Veteran Affairs of their intent to return to SSC within three years of military service completion. If injured due to service the Service Member will be granted a two-year extension from the end of the recovery period to provide notification of intent. At the time of readmission, the Service Member will provide applicable documentation of service.

Documentation of service should establish eligibility and may include, but is not limited to the following:

- DD (Department of Defense) 214 Certificate of Release or Discharge from Active Duty
- Copy of duty orders prepared by the facility where the orders were fulfilled carrying an endorsement indicating completion of the described service
- Letter from the commanding officer of a Personnel Support
- Activity or someone of comparable authority
- Certificate of completion from military training school
- Discharge certificate showing character of service
- Copy of extracts from payroll documents showing periods of service
- Letter from National Disaster Medical System (NDMS) Team Leader or Administrative Officer verifying dates and times of NDMS training or Federal activation

To be eligible for readmission as a service member, the student must not have received a dishonorable discharge, bad conduct discharge, general court-martial, or federal or state prison sentence.

SSC will readmit the student at the same academic status as was held at the time of their withdrawal. At the time of readmission, the student will be reinstated to the same academic status into the next program class, unless a later date is requested. SSC reserves the right to readmit at a later date due to extenuating circumstances. If the program is no longer offered, admittance will be offered into a similar program.

If SSC determines that the student is not prepared to resume the program, SSC will make reasonable efforts to assist the student to become prepared for readmission. However, SSC will not readmit a student if it is determined that there are no reasonable efforts available to prepare the student to resume the program at the same point or enable them to complete, or that the student is not prepared after reasonable efforts are made.