AP 5013       STUDENTS IN THE MILITARY

References:
Education Code Sections 68074, 68075, and 68075.5;
Title 5 Sections 55023, 55024, 54041, 54042, 54050, and 58620

Residence Determinations for Military Personnel and Dependents
A student who is a member of the armed forces of the United States stationed in California on active
duty, except a member of the armed forces assigned for educational purposes to a state-supported
institution of higher education, is entitled to resident classification.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of
a member of the armed forces of the United States stationed in this state on active duty shall be entitled
to resident classification.

A student who was a member of the armed forces of the United States stationed in California on active
duty for more than one year immediately prior to being discharged from the armed forces is entitled to
resident classification for the length of time he or she lives in California after being discharged up to the
minimum time necessary to become a resident.

A parent who is a federal civil service employee and his/her natural or adopted dependent children are
entitled to resident classification if the parent has moved to this state as a result of a military mission
realignment action that involves the relocation of at least 100 employees. This classification shall
continue until the student is entitled to be classified as a resident, so long as the student continuously
attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement
from the student’s commanding officer or personnel officer providing evidence of the date of the
assignment to California, and that the assignment to active duty in California is not for educational
purposes. A student claiming the residence classifications provided for here for the dependent of
military personnel shall provide a statement from the military person’s commanding officer or personnel
officer that the military person’s duty station is in California on active duty as of the residence
determination date, or has been transferred outside of California on active duty after the residence
determination date, or that the military person has retired from active duty after the residence
determination date. (Title 5 Sections 54041; 54042)

Withdrawal Policies for Members of the Military
A student who is a member of an active or reserve United States military service and who receives
orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such
orders. A MW symbol will be assigned to the student’s academic record. Military withdrawal shall not
be counted in progress probation or dismissal calculations. In no case may a military withdrawal result in a student being assigned an “FW” grade.

The student will be eligible to receive a full refund for all fees paid in the term for which the military withdrawal was granted.

A student who has received military orders compelling a withdrawal from all courses must submit their military orders along with a Drop Form and a Request for Refund Form to the Office of Admissions and Records. A student, who has been deployed suddenly, may request to have his/her documents completed and submitted by a specified third party.

**Military Credit**

Students who have completed at least one year of active military service may submit a copy of their DD214 showing an honorable discharge and receive 5 units of PE.

These units will appear in the memoranda section of the grade record. Students must have successfully completed 12 units at College of Marin to be eligible.

*Office of Primary Responsibility: Office of Admissions and Records*

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**Date Approved:** May 18, 2010

*(Replaces part of College of Marin Procedure 4.0003 DP.1)*