

Foothill-De Anza Community College District

Administrative Procedures

Students in the Military

1. Incentive Payments and Prohibition of High-Pressure Recruitment Tactics

To ensure compliance with Department of Defense (DoD) regulations and uphold ethical standards in recruitment and enrollment processes, the Foothill-De Anza District strictly prohibits the use of commission, bonus, or other incentive payments for securing enrollments and outlines acceptable recruitment practices. Additionally, the District prohibits high-pressure tactics for the purpose of securing Service member enrollments.

All employees, contractors, and agents of Foothill-De Anza District involved in student recruiting, admissions activities, or making decisions regarding the award of student financial assistance are prohibited from:

- The use of commission, bonus, or other incentive payments to any individual or entity for securing enrollments of Service members and/or any prospective students. This includes any attempt to offer, accept, or facilitate such payments based directly or indirectly on securing enrollments or federal aid (including Tuition Assistance funds).
- The use of high-pressure recruitment tactics such as making multiple unsolicited contacts (three or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments and/or any prospective students.
- The engagement of recruitment practices that use incentives to influence prospective students' enrollment decisions.

2. Readmission Policy for Members of the Military

To ensure compliance with Department of Defense (DoD) regulations, the district will readmit Service members who were temporarily unable to attend classes for less than 30 days (about 4 and a half weeks) within a semester or similar enrollment period due to a Military service obligation and withdrawal.

- **Procedures:** Service members seeking readmission must notify the institution of their Military service obligation and the expected duration of their absence.
- **Reinstatement:** Upon return, Service members will be granted remittance to their program with the same academic status they had when they last attended.
- **Support:** The institution is committed to supporting and guiding Service members in facilitating their readmission and ensuring their continued academic success.

3. Military Withdrawal

A Military Withdrawal (MW) is assigned when a student who is a member of an active or reserve U.S. military service and who receives orders compelling them to withdraw from a course. Upon verification of such orders, an “MW” will be assigned at any time after the deadline to drop a course without a “W.”

- An MW will not be counted in progress probation and dismissal calculations.
- An MW will not apply against limits on the number of withdrawals or limits on repeating a class.
- In some cases, at the student's request, the college may issue a refund of enrollment fees for an MW

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