

Administrative Regulation: Readmission of Service Members and Reservists
Regulation Number: Proposed 5.17.1

Purpose

This regulation implements Board Policy 5.17 and 34 C.F.R. § 668.18 to ensure prompt readmission for Eastern Wyoming College (EWC) students whose attendance was interrupted by qualifying service in the uniformed services exceeding 30 consecutive days.

Eligibility Requirements

A student is entitled to readmission under this regulation when all of the following requirements are satisfied:

- **Advance Notice:** Given orally or in writing by the student or an appropriate officer prior to service. Exemptions apply for military necessity or classified operations; an attestation submitted upon readmission is sufficient.
- **Cumulative Service Limit:** Total cumulative absences from EWC for active military service do not exceed 5 years (excluding statutory exceptions specified under 34 C.F.R. § 668.18(e)).
- **Timely Notice of Intent to Return:** Provided orally or in writing within 3 years of completing service, or within 2 years following recovery from a service-connected illness or injury.
- **Character of Service:** Eligibility has not been terminated by a disqualifying discharge or officer dismissal.

Readmission & Academic Status

EWC shall promptly readmit an eligible student into the next available term in their original program (or the most similar program if discontinued) with the same academic standing:

- **Status & Standing:** Maintains the exact enrollment status and academic standing (including Satisfactory Academic Progress status) previously held.
- **Credits & Hours:** Retains all previously completed credit or clock hours.
- **Tuition & Fees:** Assessed the same tuition and fee rates applied during the last attended academic year (for the first academic year after returning).

Note: Program enrollment caps, ordinary competitive admission cycles, or current-catalog rules may not be applied to restrict or delay a protected readmission right.

Documentation

- **Required Documentation:** The student shall provide documentation (e.g., DD Form 214, endorsed duty orders, officer letter) verifying that service limits and eligibility criteria are met.
- **No Undue Delays:** Readmission will not be delayed or denied due to documentation that is not readily available at the time of application.

The College shall not delay or attempt to avoid readmission by demanding documentation that does not exist or is not readily available at the time of readmission. The Registrar may request documentation when it later becomes readily available and may take only those actions permitted by law.

Denials & Limitations

Readmission may only be denied if EWC proves, by a preponderance of the evidence, that:

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- **Preparedness:** The student is not prepared to resume or complete the program after reasonable preparation efforts by EWC; or
- **Program Burden:** Providing reasonable accommodations would place an undue burden on the institution or fundamentally alter the academic program.

Termination of Eligibility

Readmission protections under 34 C.F.R. § 668.18 terminate automatically upon:

- **Discharge Status:** A dishonorable or bad conduct discharge from the Armed Forces (including National Guard and Reserves).
- **Officer Dismissal:** Dismissal of a commissioned officer under 10 U.S.C. § 1161(a) or dropping an officer from rolls under 10 U.S.C. § 1161(b).

Financial, Records, & Administrative Actions

- **Term Interruptions:** Course withdrawals, Return of Title IV Funds, veterans benefits, and refunds will be processed in accordance with EWC policy to ensure future readmission rights are fully preserved.
- **Records & Compliance:** The Registrar shall retain all notices, documentation, and decisions in compliance with FERPA. The College shall publish readmission guidance across official catalogs, handbooks, and public materials.

References

Higher Education Act of 1965, as amended, § 484C; 20 U.S.C. § 1091c.

34 C.F.R. § 668.18, Readmission requirements for servicemembers.

U.S. Department of Education, 2026-2027 Federal Student Aid Handbook, Volume 2, Chapter 3.

U.S. Department of Education, Frequently Asked Questions: Institutional Readmission

Adoption and Review

Original Adoption Date. Pending administrative approval

Revision Date(s). None

Date Reviewed, No Change. None