

MILITARY ACTIVATION FORM




Scan the code on your phone and follow instructions to upload this document to CCC.

CCC ID#		Last Name		First Name		MI	
Mailing Address				City		ST	Zip Code
Phone # (include area code)		CCC Student Email Address @students.coconino.edu					


I, the above named student am enrolled at Coconino Community College have been ordered to active duty to participate in "Operation / Mission_____". I have attached a copy of my activation orders to this form.

I wish to complete the following action for this semester:

- ☐ **Remain Enrolled in Courses**
 - Students who wish to remain in their courses while activated may contact their instructors prior to departure to see if it is possible to complete the course requirements remotely. It is at the faculty member's discretion to approve the student remaining in the course. It is the student's responsibility to complete the course during the normal timeframe of the course if an agreement is made with the instructor. A written agreement between the instructor and student must be provided to the Veterans Services Office to be placed in the students file.
- ☐ **Administrative Incomplete**
 - Each faculty member will submit a Student Incomplete Contract to the Registrar. The Registrar will administratively assign a grade of Incomplete to the transcript for each course. Appropriate documentation will be placed in the student's educational record. Requesting a grade of "I" (Incomplete) must adhere to the rules of 303-05 GRADING—PROCEDURE.
- ☐ **Administrative Drop with Refund**
 - Completion of the MAF will initiate the refund request and the student will not be required to complete the Refund Request Form through Student Accounts. 100% refund of all tuition and fees. This refund will be applied toward the original payer of the tuition and fees, which may include Federal Financial Aid, Department of Veterans Affairs or the student. Federal Financial Aid will be adjusted or refunded in accordance with existing College and Federal policies. Requesting an administrative withdrawal must adhere to the rules of 501-11 STUDENT WITHDRAWAL – PROCEDURE. The College will work with the student to re-enroll in courses upon return from Military Active Duty without penalty.



Draw

Draw your signature with a mouse, touchscreen or pen. Do not type. 

Date

Office of Student Financial Aid & Veterans Services Use Only:

Processed by: _____

Date: _____