

OFFICE USE

LEAVE OF ABSENCE – MILITARY

STUDENT ID#

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PHONE / E-MAIL

STUDENT NAME:

Undergraduate

Graduate

CURRENT MAJOR:

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Print Last First Middle

Street City State Zip

ELIGIBILITY AND INSTRUCTIONS TO THE STUDENT

- ✓ You must be eligible to enroll for the term leave begins (current/active student)
- ✓ You cannot be enrolled the term leave begins.
Note: If you are currently enrolled for the term in which your requested leave is to begin, it is your responsibility to drop/withdraw from your classes.
- ✓ If an extension is necessary, an updated form/petition complete w/ orders is required.
- ✓ The student's Advisor and Department Head/Chair are not required to review or approve this request/petition.

Term Leave Begin: _____ Term Returning From Leave: _____

Did you request a Graduation Evaluation? Yes No if yes, indicate your Expected Degree Completion Date: _____

Note: If you are requesting a Military Leave beyond the term you have projected for degree completion, you must update your degree completion date when you return from leave. Confirmation is sent to address provided on this form, major department, and student file.

REQUIRED SIGNATURES

X

Student Signature (REQUIRED) Date

Signature indicates you read and understand Military Leave requirements, entitlements, and conditions.

LEAVE OF ABSENCE-MILITARY

Student loan recipients may face repayment responsibility with their lender. Please check with Student Accounts for any financial obligation details. It is the student's responsibility to obtain all signatures and then submit the completed request to Office of the Registrar 01-222.

Military Leaves:

The student initiates the process by completing the Leave of Absence- Military petition and submitting petition complete with copy of military orders. Orders may be submitted after leave is processed. If a student is immediately deployed, an individual recognized by the assigned Record Associate may act in the student's behalf. The student's Advisor and Department Head/Chair are not required to review or approve this request/petition. Retroactive submission of orders is permitted without penalty.

Student will be placed on a two-year military leave of absence for military duty beginning with the term following the last term enrolled and attending. An additional two-year extension for military duty may be authorized with a copy of military orders.

A Student called to active military service shall not lose academic credits or degree status.

Absence due to approved military leaves is not considered interruption in attendance, and students granted Military Leaves retain their original catalog rights.

Refunds may be given at any time prior to the awarding of course credit, to include the full amount of registration fees, tuition, non-state fees and any miscellaneous charges. Also refundable are on-campus housing fees, with the 30-day prior notice requirement to be waived.

Each student shall have Priority and Graduate Students registration priority for one term upon returning from military service.

Office of the Registrar Use Only:

ACTIVE IN PRGM _____

LEAV PRGM ACTN/REASON _____

RLOA PRGM ACTN/REASON _____

Term activation _____

Transcript text _____

Transfer credit report _____

Confirmation letter sent _____

Check to see if foreign student. If foreign student
FAX a copy of this Request to International and Exchange
Programs 756-5484