Students must fill out a Military Leave of Absence form if the student is called to active duty during the academic semester.

A Military Leave of Absence may affect future financial aid. Please see the Office of Financial Aid.

A Military Leave of Absence form is not equivalent to a complete withdrawal. This is a separate process which must be completed in the Office of the University Registrar.

Student Name: ___________________________ Student Number: _______________________

Address: _________________________________ Telephone Number: Home __________________
          _______________________________________ Work _______________________

Major: ___________________________ Full-time _____ Part-time _____

LAST TERM IN ATTENDANCE: Fall ______ Spring ______ Summer ______ YEAR ______

TERM OF ANTICIPATED RETURN: Fall ______ Spring ______ Summer ______ YEAR ______

PERIOD OF TIME FOR WHICH LEAVE IS REQUESTED: _______________________________________

REASON FOR LEAVE: ☐ Active Duty

Student Signature: ___________________________ Date: ______________________

APPROVALS

Student Accounts: Clearance Yes ______ No _____

Signature: ___________________________ Date: ______________________

Dean of Student Affairs: Clearance Yes _____ No ______

Signature: ___________________________ Date: ______________________

Office of the University Registrar: Clearance In good standing _____

May return on probation _____

Not permitted to return _____

Signature: ___________________________ Date: ______________________

Veterans Counselor: Clearance Yes _____ No ______

Signature: ___________________________ Date: ______________________