



Military Leave

Members of the State or National Guard, Reserve, or active United States Military, who are called to active or inactive duty (e.g. drill, annual training) will not be academically penalized for that service. When a military student is notified that s/he has been called to duty, the student must notify all instructors and Veteran and Military Student Services.

Students activated may have different options, depending on the time of semester the student is called to duty and length of duty. In consultation with their faculty, options may include:

- Completion of any missed work without penalty to their grade provided that satisfactory academic progress is being made (**This option requires student/faculty agreement form, SF**)
- Drop (D)
- Withdrawal (W)
- Administrative Withdrawal (AW)
- Incomplete (I)

The student is required to present proof of training schedule; official orders or letter from the service member's unit to Veteran and Military Student Services. Veteran and Military Student Services will then contact each instructor and obtain the requirements for course completion. The requirements will be sent to the student and kept on file.

Name: Student ID #:

Phone: Email:

Term (e.g., Fall, Spring or Summer + Year):

CRN	Subject and Number (e.g. ENG 1010)	Course Title (as shown on student record)	Faculty Name	Action Code (e.g. AW)

Student Signature

Date