

## **STUDENT MILITARY LEAVE OF ABSENCE AND RE-ENROLLMENT**

### **Policy**

Military leave of absence is available for students who serve, either voluntarily or involuntarily, on active duty in the armed services of the United States, including service by a member of the National Guard or Reserve on active duty for a period of more than 30 consecutive days.-Upon release from active duty, the student will be restored to the academic status attained prior to being ordered to active duty without loss of academic credits earned, scholarships or grants awarded, or tuition or other fees paid prior to the commencement of such duty. The student has the option of crediting any refund of tuition and fees to the next semester (or part of term) after the termination of the educational military leave of absence.

### **Re-enrollment - Process**

The process for re-enrollment for veterans who have left the College on military leave of absence is intended to be streamlined requiring a minimal amount of administrative effort.

1. Any student who has been granted a military leave of absence is eligible for re-enrollment at the College provided the following:
  - the cumulative length of the student's absences from the college because of service on active duty does not exceed five years (which period may be extended in certain cases, as provided by statute);
  - upon completion of active duty service the student notifies the college of his or her intent to re-enroll by completing the Application for Re-enrollment and;
  - the student has not been discharged from the armed services with a dishonorable or bad conduct discharge.
2. The eligible veteran who re-enrolls following a military leave of absence shall be:
  - given priority in registration upon return to the college for the first semester of attendance following his or her discharge from active duty;
  - re-admitted to the same program/major (or most similar one, if same program does not exist);
  - assessed the same tuition and fees for the first academic year for which the student returns as were in effect during the academic year he/she left on military leave.
3. If the College determines that the student is not prepared to resume the program with the same academic status at the point where the student left off, or will not be able to complete the

program, it must make reasonable efforts at no extra cost to the student to help the student become prepared or to enable the student to complete the program.

4. The College is not required to re-enroll the student if

- after reasonable efforts to assist the student, the College determines that the student is not prepared to resume the program where he or she left off;
- after reasonable efforts to assist the student, the College determines that the student is unable to complete the program; or
- the College determines that there are no reasonable efforts it can take to prepare the student to resume the program at the point where he or she left off or to enable the student to complete the program.

Exceptions to this policy require approval of the ProvoSt.