

Military Leave of Absence Form



Last: _____ First: _____ Student ID: _____

Phone: _____ Alt. Email: _____

Reason for leave:

Permanent Change of Station PCS Temporary Duty TDY Activated Reserve/ Guard Rescheduled Training Other: _____

Request for the following option:

- Continue the coursework through online participation or correspondence.
- Incomplete Grade. Details must be worked out between student and faculty.
- Drop without penalty. Drop/Add form must be attached.
- Excused absence for activity due to Reserve/Guard training (make-up work to be submitted the following week)

Comments: _____

I have read the Student Military Deployment Policy and have attached the required backing documentation including Add/Drop form (if dropping) and official military orders.

Student

Date

Instructor

Date

Registrar (Traditional) or Academic Advisor (Adult Studies)

Date

School Certifying Official

Date

CC: Financial Aid, Business Office, Registrar, Faculty, Student File