

# 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: \_\_\_\_\_

Leave Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

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 in the Course Catalog 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**