



Student Military Leave of Absence (MLOA) Policy

Wichita State University (WSU) supports students who are members of the United States armed forces and reserve units. To assist them as well as protect and safeguard their status as WSU students, and in accordance with federal law, the University has adopted a Student Military Leave of Absence Policy.

This policy applies to U.S. military personnel seeking military withdrawal and reentry after deployment to the program that they previously attended, or academic completion of current coursework. They are eligible for readmission under this provision if, during their leave, they performed or will perform voluntary or involuntary active duty service in the U.S. armed forces, including active duty for training and National Guard or Reserve service under state or federal authority, and received a discharge other than dishonorable or bad conduct.

An undergraduate or graduate student who meets the above definition may be granted a Military Leave of Absence (MLOA) from Wichita State University for the period of active duty and up to one year after returning from extended periods of active duty. Students with the MLOA need not apply for readmission or pay readmission fees. To facilitate the return process, the student's record will be noted as a leave of absence for military service. MLOA allows those students to preregister for classes during their priority registration period prior to the term when they plan to return to campus.

For assistance with the MLOA authorization form, contact the WSU Office of Veteran Student Services, or the dean's office of the appropriate academic college.

Requirement of Notice

If a student is requesting leave for military service, they must give advance written notice by completing a Wichita State University *Application for Military Leave of Absence*. The student must also submit a copy of military orders as soon as they are available. In the rare case where the student is required by the military to leave immediately, a family member or other designated party may submit a copy of the orders and complete the Application for MLOA on the student's behalf.

To be readmitted, the student must give written or email notice of their intent to reenroll to ***military@wichita.edu*** as soon as reasonably possible after the completion of the period of their service. If the student is recovering from a service-related injury or illness, they must notify ***military@wichita.edu*** as soon as reasonably possible after their recovery.

A student who does not submit a timely notification of intent may not be eligible for the benefits outlined herein.

Authorization for Military Leave of Absence

All students who will be absent from Wichita State University for either short periods or extended periods of active duty MUST complete an Authorization for MLOA.

The Authorization for MLOA is available online from the WSU Office of Veteran Student Services. The completed authorization form must be submitted to the WSU Office of Veteran Student Services, Lindquist Hall Rm 107, or online to ***military@wichita.edu*** prior to the student's departure from the University, and must be accompanied by a copy of the military orders indicating the date on which the student must report for active duty elsewhere.

Short Periods of Military Duty (Up to 2 weeks)

Wichita State University's academic community includes a number of veteran and military students. At times these students may be called to fulfill their duties for training or short-term deployment, which cause the student to be absent from class for a short period of time. These absences qualify as "excused absences" which means that the absence, with an approved MLOA, is not subject to penalty and coursework may be satisfied through agreement between the instructor and the student.

A student who will be absent for up to two weeks will be allowed to make up any missed work within a reasonable time frame (generally up to 30 days) without penalty to his/her grade. In addition to completing the MLOA application, it is the responsibility of the student to communicate in writing directly with each instructor, as far in advance as possible, so appropriate accommodations can be made. Students are also strongly encouraged to complete coursework in advance, whenever possible.

Faculty members are expected to make reasonable academic accommodations or opportunities for students to complete course assignments and/or exams* without penalty to the course grade for class absence(s) or missed deadlines due to military training or obligations. Students will provide faculty members with a copy of their approved MLOA and official military documentation (paper, electronic orders or a Unit's memorandum) with as much advance notification as possible for absences that will result from temporal responsibilities of their military obligations. For time-sensitive state or federal emergencies/activations where written documentation may not be available until the end of the obligation, the student is responsible for securing those orders to provide to faculty members upon return to the university.

*military students have the option of contacting the WSU counseling and testing center for make-up exams at no charge.

Extended Periods of Military Duty (More than 2 weeks)

A student who will be absent for more than two weeks after classes begin should request a complete withdrawal from the current term, in addition to filing the MLOA application.

The student will receive a full refund of tuition and fees paid to Wichita State University if the MLOA application is filed prior to the last day to withdraw from classes. (usually 2/3 in to the semester).

If the MLOA application is received after the last day to drop classes, the student may have a choice of the following options:

- A. A full refund of tuition and fees, but no credit awarded for work completed during the semester.
- B. An Incomplete grade in all courses (with instructor agreement) with the right to complete all coursework without further payment of tuition or fees and a designation that the incomplete was incurred due to active military service. When the student is called to active military duty, and reaches agreement with the instructor(s) to take an incomplete, the student will have up to one calendar year following the end of the semester that the incomplete was given to complete any incompletes.
- C. A grade in each course, if the instructor of each class believes sufficient work has been completed to warrant assigning a letter grade.
- D. Options B) & C) may be combined should circumstances warrant.

Additional financial considerations are noted below:

- All applicable financial aid awards will be refunded to the appropriate agencies, and repayments of federal student loans will be calculated in accordance with federal guidelines.
- Students will be required to return university property, such as keys to residence halls, university computer equipment, library books, etc. prior to their departure. If time does not warrant, the student may have a family member or other designated party accomplish this on their behalf.
- The student will receive prorated refunds for their housing and meal-plans, if applicable, based on taking the percentage of days registered at the University over the total number of days in the semester (i.e., beginning with the first day of class and ending on the last day of finals).
- Student benefits (e.g. Student Health Services) will be terminated on the date of withdrawal. For a refund of a pro-rata portion of any premium paid for university student health insurance coverage, the student is required to provide a written request for a refund to the insurance carrier as provided in the certificate of coverage. Please contact Student Health Services for information.

Spouses of Service Members Called to Active Duty

Students who are the spouse of a service member and have a dependent child are able to withdraw from classes with a full refund of tuition if their spouse is called to active duty. The same terms and conditions apply to these students as to the service members. Students must present the service members' orders in addition to filing the MLOA application.

Re-enrollment

The University will allow the student to reenroll in the next class or classes in the same program, with the same enrollment status, number of credits, and academic standing as when he or she was last in attendance. The student may also request a later date of enrollment or, if unusual circumstances require, the institution may allow the student to enroll at a later date. If the program determines that the student is not prepared to resume the program where he or she left off, the program must make reasonable efforts at no extra cost to the student to enable the student to resume and complete the program. Such reasonable efforts include, but are not limited to, providing a refresher course and allowing the student to retake a pretest, as long as they do not place an undue hardship on the program. If reasonable efforts are unsuccessful or the program determines that there are no reasonable efforts that the program can take, the program is not required to re-enroll the student.

Re-enrollment in to certain professional (lock step) degree programs may require a student to wait until a semester when the classes they need are offered again.

If the program to which the student was admitted is no longer offered, the student must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program as long as the student meets all requirements for admission to the alternate program. Additional prerequisite courses may be necessary.

For more information, please consult the dean of the appropriate academic college.

The Office of Housing & Residence Life will assist the student in acquiring on-campus housing if the student so desires.

If a student elected to take an incomplete in a course, the student must complete the course requirements within one calendar year following the semester the incomplete is given. Extensions beyond one calendar year must be approved by the University Exceptions Committee.

A policy cannot address every circumstance that may arise when students are called to active duty. A student should consult with the dean of the appropriate academic college. Appeals of a decision by a dean may be made to the Provost and Senior Vice President in the Division of Academic Affairs.

Additional assistance and information is available from:

*Wichita State University
Office for Student Success
Director of Veteran Student Services
Lindquist Hall Rm 106
(316) 978-3207*



Student Military Leave of Absence (MLOA) Authorization Form

If you are requesting leave for military service, you must give advance written notice by completing this form. You must also submit a copy of military orders as soon as they are available. In the rare case where you are required by the military to leave immediately, a family member or other designated party may submit a copy of the orders and complete this form for you. The WSU Director of Veteran Student Services is available for consultation and guidance.

Please check the appropriate line:

- Short Period of Military Duty (Up to 2 weeks)
- Extended Period of Military Duty (More than 2 weeks)
- Spouse of Service Member Called to Active Duty

Please indicate the start and stop dates of your military leave of absence from Wichita State University:

My military leave of absence will begin on (date) _____

I plan to return to school on (date) _____

In the space below, briefly describe the voluntary or involuntary active duty service in the U.S. armed forces, including active duty for training and National Guard or Reserve service under federal authority, that requires you to request a MLOA from Wichita State University:

Please complete the following information:

Full name:	
Mailing address:	
City, State, Zip:	
myWSU ID#:	
Best phone number:	
Secondary phone number:	
Best email:	
Secondary email:	
Current major:	

Please indicate which academic college you are enrolled in at WSU:

- College of Education
- College of Engineering
- Fairmount College of Liberal Arts and Sciences
- College of Fine Arts
- College of Health Professions
- W. Frank Barton School of Business
- Honors College
- Graduate School
- Institute for Interdisciplinary Creativity

Academic Plan

Please describe the academic plan for the duration of this MLOA. It is your responsibility as the student to develop this academic plan in conjunction with your instructor(s). **All instructors must indicate their approval of the academic plan with their name and signature.**

- 1) For a Short Period of Military Duty (Up to 2 weeks), please list the courses that are affected, the name of the instructor, and the mutually agreed upon plan to make up any missed work within a reasonable time frame without penalty to your grade (attach a separate page, if needed). *In addition to completing the MLOA application, it is your responsibility as the student to communicate in writing directly with each instructor, as far in advance as possible, so appropriate accommodations can be made.*
- 2) For an Extended Period of Military Duty (More than 2 weeks), if you are currently enrolled (or registered) please indicate if you will be withdrawn from the current term, or if other arrangements have been made (please refer to the Wichita State University *Student Military Leave of Absence Policy* for a complete list of all options).

Please list the courses that are affected, the name of the instructor, and the mutually agreed upon plan to make up any missed work within a reasonable time frame without penalty to your grade (attach a separate page, if needed).

COURSE	ACADEMIC PLAN	INSTRUCTOR NAME AND SIGNATURE

Student Signature

My signature below indicates that I:

- a) Am in agreement with the academic plan described above,
- b) Authorize Wichita State University to make the necessary adjustments to my registration,
- c) Will notify *military@wichita.edu* if I plan to return earlier than the period of time requested on this form,
- d) Certify that information provided on this form is true and correct,
- e) Have attached to this form a copy of my military orders indicating the date on which I must report to military duty,
- f) Have read the Wichita State University *Student Military Leave of Absence Policy*.
- g) *Will deliver this signed form to the Director of Veteran Student Services*

Student Signature

Date

Director of Veteran Student Services Signature

My signature below indicates that I:

- a) Have met with this student
- b) Have reviewed the military orders attached;
- c) Agree that this student is eligible for a MLOA in accordance with the Wichita State University *Student Military Leave of Absence Policy*.
- d) Will deliver this form to the dean of the appropriate academic college.

Director of Veteran Student Services Signature

Date

College Dean Signature

My signature below indicates that:

- a) Either myself or a member of my administrative team has met with this student;
- b) I have reviewed the military orders attached;
- c) I am recommending approval of this Application for Military Leave of Absence;
- d) I am in agreement with the academic plan described above, and have verified that each instructor has indicated approval with their name and signature;
- e) My office will submit a copy of this completed form to the distribution list below.

College Dean's Signature

Date

Dean's Office Distribution list:

Registrar
Housing and Residential Life (if applicable)
Student/Authorized Agent
Veteran Student Services

Financial Aid
College Advising Office
Course Instructors (if applicable)