

University of St. Francis Military Leave Policy

The University of St. Francis supports students who are members of the United States armed forces and reserve units. An undergraduate or graduate student who is a member of the U.S. military, National Guard or Reserves who is called or ordered to active duty for either state or national activation may be granted a **Military Leave of Absence (MLOA)** from the University for the period of active duty and up to one year after returning from active duty.

Students with the MLOA are not required to pay admission fees. MLOA allows these students to register for classes during their designated registration period prior to the term when they plan to return. Students with MLOA privileges may elect to return using the same catalog as when they left, or using the catalog in force when they return. Upon returning to the University, the student should complete the re-application process and contact the dean to determine a mutually acceptable plan to meet degree requirements.

MLOA applications are available through the Registrar's Office. The completed MLOA form must be submitted to the Registrar's Office in Tower Hall prior to the student's departure. The MLOA form must be accompanied by a copy of the military orders indicating the date on which the student must report for active duty.

When students are called to active duty after classes begin, they should contact the Registrar's Office to file the MLOA for subsequent terms. Students may elect to choose one of three routes to apply to the semester's courses in progress. The decision as to which option to pursue will depend upon each personal situation, the time remaining in the semester and agreements which can be made with instructors and deans. These same benefits and procedures apply to the spouse of a deployed service-member when they share a dependent child.

1. A grade of Incomplete (I) with no tuition reimbursement may be appropriate when the withdrawal is near the end of the semester, and both the student and instructor believe a grade of Incomplete is appropriate. The student must obtain a signed letter from the instructor of each course in which an I is received. The letter should outline the intended plan for completion of the course. A student who receives a mark of Incomplete under these circumstances may take up to one (1) semester after the completion of active duty to complete the remaining work. If the student does not finish the work during this period, the marks of I will automatically convert to marks of W.

2. The student may initiate a complete withdrawal from the current term. If students are receiving financial aid and/or live in a UA residence hall, they must obtain guidance from those areas to ensure that the proper withdrawal procedures are followed.

The following administrative actions will occur at the time of withdrawal:

- If the student is receiving federal Title IV assistance and is still less than 60 percent of the way through the term, return of title IV funds calculation will be performed and appropriate amounts of funds (if applicable) will be returned to the appropriate federal programs. Any amount of tuition owed by the student will be waived and any amount of tuition paid by the student will be refunded.

- If the student is not receiving federal assistance, 100 percent of any tuition and mandatory fees paid will be refunded and any remaining balance not paid will be waived.

- If the student is living in a USF Residence Hall, room and board charges will be prorated based on the day of withdrawal.

- Students will receive “W” grades for all courses affected by the MLOA withdrawal. Transcripts will note that the student was “Called to Active Duty.” Upon request, a student can obtain a letter from the Office of the Registrar explaining the “W” grades for the semester which the student was called away.

3. At the discretion of the instructor, if the student has completed most of the work for the course and has earned at least a C, the student may elect to receive a final grade in the course with no tuition reimbursement.



Military Leave of Absence (MLOA) Form

Student Name: _____ Student ID#: _____

Student Major: _____ Student Advisor: _____

Semester of Withdrawal: _____ Branch of Service: _____

Date of Withdrawal: _____ Estimated Date of Return: _____

Mailing Address During Leave:
Name
Street Address
City, ST Zip or APO

Are you receiving federal or state financial assistance: YES NO

If yes, you must meet with the Financial Aid Office.
Financial Aid Office Signature

Are you living in USF Residence Halls: YES NO

Are you electing to receive any Incomplete (I) grades? YES NO
If yes, which courses?

Table with 3 columns: CRN#, Course Title, Instructor. Includes four rows of blank lines for data entry.

If yes, you must meet with the appropriate Dean(s) to file the Instructor letters outlining the intended plan for each course completion.

Dean(s) signature: _____

Student Signature Date _____

Registrar Use Only:

MLOA Approved:

MLOA Disapproved:

Reason: _____

Registrar's Signature

Date