

PROCEDURE TITLE:	MILITARY LEAVE OF ABSENCE
PROCEDURE NO.:	3.22:2
RELATED POLICY:	3.22
PAGE NO.:	1 OF 2
RESPONSIBLE ADMINISTRATOR:	PROVOST
EFFECTIVE DATE:	11/15/21
NEXT REVIEW DATE:	11/2024
APPROVED BY:	PRESIDENT

1.0 PURPOSE

Shawnee State University recognizes that there may be times when students have compelling reasons to interrupt their studies due to military reasons. Students who fall under these circumstances can apply for a Voluntary Leave of Absence. A Voluntary Leave of Absence is an interruption in a student's formal education and may be granted to students due to military duties. Students who are given a Leave of Absence are not enrolled in classes, but they are not withdrawn from Shawnee State University and, therefore, remain on a matriculating hiatus status in the University's systems.

2.0 MILITARY LEAVE OF ABSENCE

Students may apply for a Military Leave of Absence to fulfill service in the armed forces.

3.0 MILITARY LEAVE OF ABSENCE PROCEDURES

- 3.1 Students may choose to withdraw from all classes or choose to take incompletes in all courses for the semester.
- 3.2 The student seeking a Leave of Absence must present proof of having been called to active duty. To do this, the student shall email, fax or mail a copy of the call-up orders to the Coordinator, Military & Veterans Services, Shawnee State University, University Center 219, Portsmouth, OH 45662. The student should also include a written statement indicating which of the options described in the procedure section they have chosen to exercise for each course in which they are enrolled.
- 3.3 The student will complete Military Leave of Absence Form found on the Dean of Students and Veteran Services university webpage.
- 3.4 Students who choose to withdraw from all courses may request:
 - 3.4.1 That the official transcript indicate the courses from which they have withdrawn, the date of withdrawal, and the reason for withdrawal. Students choosing this option will have their tuition and fee charges and financial aid eligibility calculated as of their official withdrawal date.

- 3.4.2 That all courses for that semester be deleted from the student's academic record. Students taking this option will receive a complete refund of all educational and incidental fees paid by the student that semester. However, a student who has received federal, state, or institutionally funded financial aid must return all aid disbursed to them for the semester.
- 3.5 Students who choose to receive incompletes will have all courses for that semester deleted from their record and will receive a complete refund of all educational and incidental fees paid by the student that semester. However, a student who has received federal, state, or institutionally funded financial aid must return all aid disbursed to them for the semester.

4.0 WHILE ON MILITARY LEAVE OF ABSENCE

- 4.1 The campus Military and Veterans Services Office is the primary contact with the student while on leave.
- 4.2 The campus Military and Veterans Services Office will follow up with the student yearly to confirm the student is still in active-duty military service.
- 4.3 A student's Military Leave of Absence begins with the academic term the student received orders to active duty and ends with the start of the academic term immediately following their release from active duty.
- 4.4 If the release from active duty is less than 30 calendar days from the start of the next term, the student may request an extension of one academic term.
- 4.5 A student's Military Leave of Absence can last up to five years.

5.0 RETURN FROM LEAVE

- 5.1 Students returning from leave will contact the campus Military and Veterans Services Office and their academic department to notify them of their intent to return.
- 5.2 The Academic Advisor will arrange for course enrollment as per their policies and practices (including notification of the Registrar's office).
- 5.3 The campus Military and Veterans Services Office will assist with any additional return processes for the campus such as campus housing.

History

Effective: 11/15/21

Hyperlink: Leave of Absence Form

https://cm.maxient.com/reportingform.php?ShawneeStateUniv&layout_id=5