

STUDENT REQUEST FOR MILITARY LEAVE OF ABSENCE (MLOA) / WITHDRAWAL REQUEST

Pursuant to SB 1830: The Oklahoma Student Veteran Leave of Absence Act of 2014, The University of Oklahoma Health Sciences Center shall grant a Military Leave of Absence (MLOA) not to exceed a cumulative five years to a student who is a member of the active uniformed military services of the United States and is called to active duty. In summary, the act states that the student shall be eligible to:

1. Withdraw from and receive a refund for any or all classes for the period of active duty service without penalty to admission status or GPA and without loss of institutional financial aid; or
2. Receive an incomplete grade for any or all classes for the period of active duty status; provided that the student has completed a minimum of 50% of all classwork prior to being called to active duty and the student completes all classes upon returning from active duty. The student's admission status and GPA shall not be penalized, and the student shall experience no loss of institutional financial aid.

To request a MLOA, complete and submit this form to the Office of Admissions and Records with a copy of your active duty orders. Retain page 2 for your records.

Student Name (please print)			Student ID Number	Current Date
Last Name	First Name	MI		
Term of Leave				
Term Leave Begins	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year:
Anticipated Return	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year:
College	Major	Year in Program	Exp. Grad. Date	

Current Semester Classes:

If you wish to withdraw from any or all classes this semester (receiving an automatic grade of "W" and a refund of tuition and fees for classes that have not ended), please check the applicable box below. If only dropped some classes, list the specific classes you wish to drop in the table below. Withdrawals/drops will be processed upon receipt of the Withdrawal Request Form by the Office of Admissions and Records.

_____ I wish to withdraw from all classes

_____ I wish to drop some, but not all classes. If only dropping some classes, please specify the classes to drop below:

Subject Area	Catalog Number	Section Number	Class Number	Course Title	Number of Hours

If you wish to seek an incomplete (I) grade in one or more classes, you are responsible for discussing your eligibility for incomplete grades with each instructor. Incomplete (I) grades are only possible for students who have successfully completed at least 50% of all class work prior to being called to active duty.

Leave Contact Information: How can we contact you during your MLOA?

Phone: _____

Email: _____

Authorizations and Signatures		
Student Signature	Date	
College Official Signature	Date	
Graduate College Dean Signature	Date	
Administrative Use Only		
Processed By	Date	Comments

STUDENT REQUEST FOR MILITARY LEAVE OF ABSENCE (MLOA) / WITHDRAWAL REQUEST

Student Information Sheet – To be retained by the student

Pursuant to SB 1830: The Oklahoma Student Veteran Leave of Absence Act of 2014, The University of Oklahoma Health Sciences Center shall grant a Military Leave of Absence (MLOA) not to exceed a cumulative five years to a student who is a member of the active uniformed military services of the United States and is called to active duty. In summary, the act states that the student shall be eligible to:

1. Withdraw from and receive a refund for any or all classes for the period of active duty service without penalty to admission status or GPA and without loss of institutional financial aid; or
2. Receive an incomplete grade for any or all classes for the period of active duty status; provided that the student has completed a minimum of 50% of all classwork prior to being called to active duty and the student completes all classes upon returning from active duty. The student's admission status and GPA shall not be penalized, and the student shall experience no loss of institutional financial aid.

To request a MLOA, complete and submit this form to the Office of Admissions and Records with a copy of your active duty orders. Retain page 2 for your records.

1. **SUBMIT A COPY OF YOUR MILITARY ACTIVE DUTY ORDERS** to the Office of Admissions and Records as soon as possible. Certain parts of your MLOA cannot be processed (including a refund of tuition and fees for dropped classes) without receiving your orders. If you are unable to submit your orders with your MLOA request form, submit them to the Office of Admissions and Records as soon as possible via one of the following methods:

- a. Email: admissions@ouhsc.edu
- b. FAX: 405-271-2480
- c. Mail:

Office of Admissions and Records
Attention: Military Leave of Absence
1105 North Stonewall Avenue, Room 121
Oklahoma City, OK 73117

- d. Please include a cover letter that includes your name and student ID number and states that the documentation is regarding your Military Leave of Absence.

2. CURRENT SEMESTER CLASS GRADES

- a. If you request to be dropped from your current semester classes, you will receive an automatic grade of "W" (withdrawal) for those classes provided that your MLOA request has been received before the classes have ended. MLOA requests received after classes have ended will be considered for an automatic grade of "W" by the Office of Admissions and Records.
- b. If you desire a temporary incomplete (I) grade to finish your coursework, it is your responsibility to communicate with your instructor to see if you qualify for an incomplete grade. For more information on incomplete grades, refer to the [Student Handbook](#).
- c. While "W" and "I" grades do not impact your GPA, they may affect federal financial aid and/or VA educational benefits. Consult with the Office of Student Financial Aid (405-271-2118 or financial-aid@ouhsc.edu) and/or the VA School Certifying Official (405-271-2359 or veterans@ouhsc.edu) for more information.

3. **NOTIFICATION OF INTENT TO RE-ENROLL:** Undergraduate students returning from a military leave of absence should submit a *Student Request for Leave or Return from Leave of Absence Form* at least two weeks prior to the beginning of the intended term of enrollment. Graduate and Professional students should submit a *Student Request for Leave or Return from Leave of Absence Form* at least two months prior to the beginning of the intended term of enrollment. Re-entry into the next possible point of the curriculum will be arranged after discussion.