



East Stroudsburg University of Pennsylvania Procedure

Leave of Absence due to Military Service

A. Summary:

Students who serve in the United States Armed Forces and are called to active duty during the semester may need to take a military leave of absence for which they shall not be penalized for the leave of absence in accordance with *PA 2014 Act 59* and *the Board of Governors Policy 1983-19-A*. For the purpose of this procedure, student refers to both active duty military personnel and their dependent(s) who are enrolled at East Stroudsburg University.

B. Process:

- The student will be responsible for notifying the Student Enrollment Center and to provide documentation of official military orders with the student's name. The Student Enrollment Center will contact all professors affected by the military orders.
- The faculty member will be responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade.
- The student called to active service may elect to keep all financial aid and receive a grade of "M" for Military Leave of Absence. The "M" grade will be treated as an "Incomplete". The time period associated with the "M" grade will be one year from the end of the semester in which the student was called to active duty. If the student will not be able to complete the course in one year, they may work with the professor to extend the time frame.
- If the student will not be able to not complete the course, the "M" grade will convert to an "ML" for Military Leave Completed without a negative impact to the student's GPA.
- All information regarding the student's military leave of absence will be noted in the Student Information System. Information would include but not be limited to: student's date of Military Leave, anticipated return date, and student's decision to complete the course.
- This Military Leave of Absence will remain in place for a maximum of one year. The student will be expected to resume their studies in the next semester following the end of

their leave of absence. If the student is unable to resume their studies at that time, they will need to complete the return of student application.

- Upon return to the University the student may elect to retake any courses in which a grade of “ML” was received at no additional charge to the student.
- The Assistant Director for Veterans Services & Records will notify the Financial Aid office if a Satisfactory Academic Progress issue occurs which will warrant an automatic aid appeal approval.
- For the undergraduate student who registers again in course(s) that received a grade of “ML” and this brings the total credits above 18, the Assistant Director for Veterans Services & Records will notify the Bursars Office to adjust additional charges.
- For the graduate student who registers again in course(s) that received a grade of “ML” and this generates charges, the Assistant Director for Veterans Services & Records will notify the Bursars Office to adjust charges incurred.

C. Forms:

Military Leave of Absence Form

D. Related Procedures:

E. Other Related Information:

The procedures/process are being implemented in order to be in compliance with PA 2014 Act 59 and the Board of Governors Policy 1983-19-A

F. Contacts:

Student Enrollment Center
Assistant Director for Veterans Services & Records
Associate Director for Records & Registration

G. Keywords:

Military Orders – a published directive originated by a commander of a military organization.