



OSU MILITARY LEAVE OF ABSENCE (MLOA)/WITHDRAWAL REQUEST

Pursuant to Oklahoma SB 1830 and Public Law 117-328, Section 3691A, students who are members of the Armed Forces (including reserve components) and receive orders to perform a period of service (i.e., active duty, inactive duty training, or state service) are eligible for a Military Leave of Absence (MLOA). Students who have submitted a MLOA request are eligible to:

- Withdraw from and receive a refund for any or all classes upon receiving orders for a period of service without penalty to admission status or GPA and without loss of institutional financial aid; or
Receive an incomplete grade for any or all currently enrolled classes upon receiving orders for a period of service, provided that the student plans to complete the course work after the period of service. The student's admission status and GPA shall not be penalized, and the student shall experience no loss of institutional financial aid.

Students on a MLOA who withdraw from all courses are also eligible for a refund of payments made for the student's university housing that semester. To request a MLOA, complete and submit this form to the Office of the Registrar with a copy of your military orders. Retain page 2 for your records.

1. NAME: \_\_\_\_\_ Student ID: \_\_\_\_\_
(last, first, middle)

2. TERM OF LEAVE:
Term Leave Begins (e.g. Fall 2026): \_\_\_\_\_
Term of Anticipated Re-Enrollment (e.g., Summer 2027): \_\_\_\_\_

3. MILITARY ACTIVE DUTY ORDERS: Attach a copy of your orders. Eligible refunds will not be processed until orders are received in the Office of the Registrar.

4. CURRENT SEMESTER CLASSES:
List all of currently enrolled courses in the table below, then check the applicable box to indicate your preference for each course:
• Withdraw: W grade on the transcript, full refund of course tuition and fees.
• Incomplete Grade: I grade on the transcript, no refund of course tuition and fees. Select this option if you plan to complete the course after your period of service.
• Remain Enrolled: No refund of course tuition and fees, final grade assigned by instructor after the semester. Select this option if you plan to complete the course during your period of service.

Table with 6 columns: CRN, SUBJECT, COURSE NUMBER, and three options for each course (Withdraw, Incomplete Grade, Remain Enrolled).

\*If you wish to seek an incomplete (I) grade in one or more classes, you are responsible for contacting the instructor to discuss remaining coursework required before your leave begins and to make arrangements with the instructor after your period of service to complete the outstanding coursework.

Continued on next page

# OSU MILITARY LEAVE OF ABSENCE (MLOA)/WITHDRAWAL REQUEST CONTINUED

5. **LEAVE CONTACT INFORMATION:** How can we contact you during your MLOA?

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Student Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

College Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

**Undergraduate students:** Obtain the signature of your college student services office director or your academic advisor.

**Graduate students:** Obtain the signature of the Graduate College Dean or a designee.

**DVM students:** Obtain the signature of the Dean's Office representative. Must also comply with the Center for Veterinary Medicine's re-enrollment policies.

## Office Use Only

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Hours: \_\_\_\_\_ Orders Received (Y/N): \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_



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- Receive an incomplete grade for any or all currently enrolled classes upon receiving orders for a period of service, provided that the student plans to complete the course work after the period of service. 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 page 1 of this form to the Office of the Registrar with a copy of your active duty orders. Retain this page for your records.

1. **SUBMIT A COPY OF YOUR MILITARY ACTIVE DUTY ORDERS** to the Office of the Registrar 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 Registrar's Office as soon as possible via one of the following methods:

- a. Email: [registrar@okstate.edu](mailto:registrar@okstate.edu)
- b. Fax: 405-744-8426
- c. Postal mail:

Office of the Registrar  
Attention: Military Leave of Absence  
322 Student Union  
Oklahoma State University  
Stillwater, OK 74078

- 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 (withdrawn) 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 retroactive drop review board.
- 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, visit [registrar.okstate.edu](http://registrar.okstate.edu) and click on the FAQs link from the main menu, then click on Incomplete Grade Policy - Students.
- c. While W and I grades do not impact your GPA, they may affect federal financial aid and/or VA educational benefits. Consult the Office of Scholarships and Financial Aid ([finaid@okstate.edu](mailto:finaid@okstate.edu) or 405-744-6604) and/or the VA Benefits office ([veteransbenefits@okstate.edu](mailto:veteransbenefits@okstate.edu) or 405-744-6343) for more information.

3. **NOTIFICATION OF INTENT TO RE-ENROLL:** Undergraduate students returning from a military leave of absence should submit a Notification of Intent to Re-Enroll for Students on Military Leave of Absence at least two weeks prior to the beginning of the intended term of enrollment (see the Forms page of the Registrar's website: [registrar.okstate.edu](http://registrar.okstate.edu)) Graduate students should submit a Leave of Absence Reinstatement Request at least two months prior to the beginning of the intended term of enrollment. See the Graduate College. Center for Veterinary Health Sciences students returning from a military leave of absence should communicate with CVHS Student Services at their earliest opportunity (112 McElroy Hall, 405.744.6961, [dvm@okstate.edu](mailto:dvm@okstate.edu)). Re-entry into the next possible point in the curriculum will be arranged after discussion.

4. **MILITARY LEAVE OF ABSENCE (MLOA) INFORMATION:** For more details regarding the OSU Military Leave of Absence, visit Military Leave of Absence FAQs.