



Submit to:
322 Student Union
Stillwater, Oklahoma 74078-1013
405-744-6876, Fax 405-744-8426
registrar@okstate.edu

OSU MILITARY LEAVE OF ABSENCE (MLOA)/WITHDRAWAL REQUEST

Pursuant to SB 1830: The Oklahoma Student Veteran Leave of Absence Act of 2014, Oklahoma State University 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 class work 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 the Registrar with a copy of your active duty orders. Retain page 2 for your records.

1. **NAME:** _____ **Student ID:** _____

2. **TERM OF LEAVE:**

Term Leave Begins: __Fall __Spring __Summer Year _____

Term of Anticipated Re-Enrollment: __Fall __Spring __Summer Year _____

3. **MILITARY ACTIVE DUTY ORDERS:** Attach a copy of your active duty orders.

4. **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 haven't ended), please check the applicable box below. If only dropping some classes, list the specific classes you wish to drop in the table below. Withdrawals/drops will be processed upon receipt of this form by the Office of the Registrar.

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:

CRN	Course Prefix	Course Number

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.

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

Phone: _____ Email: _____

Student Signature (Required) _____ Date _____

College Signature (Required) _____ Date _____

- Undergraduate students:** Obtain the signature of your college student services office director or your academic adviser.
- Graduate students:** Obtain the signature of the Graduate College Dean or a designee; Must also comply with the [Graduate College Leave of Absence Policy](#) and submit the related form.
- CVHS students:** Obtain the signature of the CVHS Dean's Office representative; Must also comply with the Center for Veterinary Health Sciences Leave of Absence Policy.

Office Use Only

Processed by: _____ Date: _____ Cr Hrs: _____ Orders Received (Y/N): _____

Comments: _____



OSU MILITARY LEAVE OF ABSENCE (MLOA)/WITHDRAWAL REQUEST Student Information Sheet - To be retained by the student

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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 a them to the Registrar's Office as soon as possible via one of the following methods:

- a. Email: 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 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 or 405-744-6604) and/or the VA Benefits Services office (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). 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). 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](#).