

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
MILITARY LEAVE OF ABSENCE POLICY

Number	03.01.05
Division	Student Affairs
Date	April 10, 2017 – Revised November 29, 2023
Purpose	To establish a policy for leave of absence or withdrawal when called to active duty service or to fulfill other military obligations in accordance with federal and state law.
Policy	This policy applies to all students who are members of the military. Military dependents whose families must move due to the deployment or relocation will receive the same consideration.

Full-term Leave of Absence or Withdrawal

Upon receipt of activation orders, students may request a withdrawal due to extenuating circumstances. Depending on the circumstances, a student may receive a grade of "W" in each course, or a student may be dropped and all courses removed from the transcript.

Withdrawal due to a voluntary or involuntary call to active military service with approved documentation will result in a refund of tuition.

Accommodations in accordance with the provisions in the Higher Education Opportunity Act of 2008 will be made for students to be readmitted with the same academic status as before deployment if there is no dishonorable or bad conduct discharge from the military and the cumulative length of this absence and all previous absences from undergraduate study due to military service does not exceed five years.

Faculty should contact their respective Dean or the Provost when the Faculty member becomes aware of a student's military deployment. The President will direct an appropriate official to maintain records of students currently in the military.

The student should notify the Dean of Students, provide documentation of the call to service, and submit notification as to whether the student intends to return to the University. All documentation should be submitted to the Dean of Students via email at DOS@uah.edu.

Temporary Leave of Absence

At times, students may have to miss multiple classes due to required military service. Students can request for a letter from the Dean of Students documenting

the call to service be sent to the student's faculty members. Students are encouraged to work with their faculty members directly on an accommodation for making up any missed exams or assignments. The faculty member is responsible for giving the student a reasonable extension for making up missed work. Faculty should be flexible and work with the student to come to an agreement that is fair to both the student and the faculty member.

Review

The Vice President for Student Affairs is responsible for the review of this policy every five years, or whenever circumstances require.