

## Military Leave of Absence

### **The following guidelines are for U.S. Military Students, Academic Advisors, and College Deans:**

1. Students should take the completed MLOA application form to their Academic Advisor to review the academic ramifications of taking a leave for an unspecified period. The College Dean signs the form as verification that the student has been advised.
2. Students living in UA residence halls should contact the Residence Life office at 520-621-6501.
3. Students receiving financial aid through the UA Office of Financial Aid should contact their financial aid counselor.
4. When students are called to active duty after classes begin, they should contact the Office of the Registrar at 520-621-3113 for a complete withdrawal from the current term, in addition to filing the MLOA for subsequent terms.
5. Students submit the completed MLOA application, signed by their College Dean, to the Office of Registration and Transcripts, Administration Building, Room 210, along with a copy of their military orders indicating the date on which the student must report for active duty.
6. Students who are approved for the MLOA are encouraged to return to the UA following their active military service; students with this status need not apply for or pay readmission fees. They may register for classes during Priority Registration for the semester before they plan to return.
7. At the time the MLOA is approved, students should be informed that, should their student status change during their leave (e.g., they complete courses elsewhere or take CLEP exams), they are responsible for submitting official transcripts to update their UA records.
8. First semester freshmen who take a MLOA will follow the General Catalog in effect upon their return. First semester transfer students and continuing students who take a MLOA abide by the University's Choice of Catalog policy.

### **It is the responsibility of the Office of Registration and Transcripts to verify that a student meets the following criteria:**

- Be registered for the previous semester or have an approved withdrawal through the Office of the Registrar before the following Semester's Leave of Absence.
- Have a cumulative GPA of at least 2.000.
- Have his or her University account paid in full.
- Have no pending disciplinary action.

### **Approval or Denial notifications will be sent to the student's UA email account from the Office of Registration and Transcripts.**

If you have any questions, please call 520-621-3113 or email [REG-reghelp@email.arizona.edu](mailto:REG-reghelp@email.arizona.edu)

LAST NAME	FIRST NAME	MI	<b>MILITARY LEAVE OF ABSENCE</b>   <b>THE UNIVERSITY OF ARIZONA</b>  REGISTRATION AND TRANSCRIPTS  Administration Building, Room 210 PO Box 210066 Tucson, Arizona 85721-0066 Phone: 520-621-3113		ADDRESS DURING LEAVE		
STUDENT IDENTIFICATION NUMBER					CITY, STATE ZIP		
OFFICIAL UA EMAIL ADDRESS							
			LAST TERM ENROLLED		RETURNING TERM AND YEAR		
COLLEGE				MAJOR			
College Dean's Signature				Date			

An undergraduate student who is a member of the U.S. military, National Guard or other armed forces reserve unit who is called or ordered to active duty may be granted a Military Leave of Absence (MLOA) from the University for the period of active duty and up to one year after returning from active duty. Students with the MLOA need not apply for readmission or pay readmission fees. MLOA allows those students to preregister for classes during their priority registration period prior to the term when they plan to return to campus.

The MLOA form should be submitted to the Office of Registration and Transcripts Administration Building Room 210 prior to the student's departure from the University and **must be accompanied by a copy of the military orders indicating the date on which the student must report for active duty**. When students are called to active duty after classes begin, they should contact the Office of the Registrar at 520-621-3113 for a complete withdrawal from the current term, in addition to filing the MLOA for subsequent terms. If students receive financial aid and/or live in a UA residence hall, they are responsible for contacting the Office of Student Financial Aid and the Residence Life office. Students should contact their Academic Advisor or College Dean's Office for assistance with the Military Leave of Absence form.

I will notify the Office of Registration and Transcripts at 520-621-3113 or email REG-reghelp@email.arizona.edu if I plan to return earlier than the period of time requested on this form. I hereby authorize and direct the Office of Registration and Transcripts to cancel my registration for the period of time included in my request for Military Leave of Absence. I certify that information provided on this form is true and correct.

I have attached to this form a copy of my military orders indicating the date on which I must report to active duty.

Student Signature				Date			
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