



MILITARY LEAVE OF ABSENCE FAQs

1. What is a military leave of absence?

A military leave of absence (MLOA) allows a student who is a member of the Armed Forces (including reserve components) who receive orders to perform a period of service (i.e., active duty, inactive duty training, or state service) to be absent from the Seminole State College (SSC) without penalty to admission status or grade point average and without loss of institutional financial aid. It also allows the student to be eligible for withdrawal from all or some classes with a full refund of tuition and fees or to be eligible for incomplete grades in classes, if the student intends to complete the classes upon return from their period of service.

- Financial penalties may not be assessed by the college because of a withdrawal or leave of absence due to receiving orders for service.
- For students on an MLOA who withdraw due to receiving orders, payments made for the student's college housing that semester will be refunded (if applicable), in addition to refunding tuition and fees for withdrawn courses.
- Students on an MLOA who opt to remain in a course after receiving orders are eligible to receive incomplete (I) grades, regardless of the amount of coursework successfully completed at the time of leave. Students who opt for incomplete grades will be provided the opportunity to complete the course after their period of service.
- For a military commitment that arises before the student matriculates in one of the SSC's AAS programs, or any program that has coursework on a specific rotation, a deferred admission will be negotiated.
- A military commitment that arises during matriculation into one of SSC's AAS programs, or any program that has coursework on a specific rotation, the circumstances of return to the program will be negotiated and documented according to SSC policy. Due to the design of the program's curriculum, it may not be possible to return to the curriculum immediately after completing military duty.

2. What is the legal/policy basis for a military leave of absence?

Senate Bill 1830: Oklahoma Student Veteran Leave of Absence Act of 2014, effective July 1, 2014 and Public Law 117-328, section 3691A effective December 29, 2022.

3. Who is eligible for a military leave of absence?

A currently enrolled SSC student (active SSC matriculation) who is a member of the Armed Forces (including reserve components) and receives orders “to perform a period of service” (i.e., active duty, inactive duty training, or state service) is eligible for an MLOA from SSC.

4. How do students apply for a military leave of absence?

The student should submit a Military Leave of Absence form to the Office of the Registrar, along with a copy of the military orders. If military orders are not available at the time of withdrawal, they may be submitted at a later date. However, any refunds will be processed at the time military orders are provided by the student.

5. How are the start and end dates for a MLOA determined?

The start date for an MLOA is the effective date supplied on the MLOA request, which is generally the date the student receives orders to perform a period of service. The MLOA end date is the first day of the term of the student’s enrollment at the College or the date they resume outstanding coursework for an incomplete grade after their period of service upon return from the MLOA.

6. What are the academic options for a student who is called to active military duty during an academic term?

A student who is called to active military duty during an enrolled term is eligible for one of the following options:

- *Full withdrawal:* Withdraw from all classes and receive a full refund of tuition and fees pertaining to the courses and a refund of payments made for the housing (if applicable) that semester.
- *Incomplete Grades:* If the student intends to complete the class upon return from the period of service, then the instructor may assign an incomplete grade. Students should discuss with each instructor whether incomplete grades are preferable to withdrawing from the class and receiving a tuition/fees refund. The MLOA can be noted in the student’s record and special incomplete grade policies applied. No refunds are issued because no courses are dropped.
- *Partial Withdrawal:* Drop some classes while remaining enrolled in some classes and/or receiving incomplete grades in some classes. This option is appropriate for students who have completed short courses or pre-session courses prior to receiving orders or students who determine their period of service still allows them to complete online or independent study courses. This option is also appropriate if a student receives incomplete grades for some classes while dropping other

classes. The student will receive a full refund of tuition and fees pertaining to the withdrawn courses. If military orders are not available at the time of the withdrawal, they may be submitted at a later date, at which time the refund will be applied.

- *Partial Incomplete Grades and Partial Course Completion:* Complete some classes and receive incomplete grades in some classes. This option is appropriate for students who wish to receive incomplete grades in some classes and have completed short courses or pre-session courses prior to receiving orders or determine their period of service will allow them to complete online or independent study classes. The MLOA can be noted in the student's record and special incomplete grade policies applied. No refunds are issued because no courses are dropped.

7. What refunds are possible if a student is called to a period of military service during an academic term?

If a student is called to a period of military service during the term in which he or she is enrolled and wishes to withdraw from courses, SSC will refund full tuition and fees pertaining to withdrawn courses during that term. Students who withdraw from all courses for the term due to an MLOA are also eligible for a refund of payments made for student housing (if applicable). If military orders are not available at the time of withdrawal, they may be submitted at a later date, at which time the refunds will be applied.

8. How are my scholarships and financial aid affected by a military leave of absence?

- Institutional Scholarships: Institutional Scholarships will remain intact if a student is granted an MLOA unless it is in the student's best interest to have the award removed so he/she can be placed on an automatic deferment to retain the semester of eligibility.
- Tuition Waivers: A Tuition Waiver is a type of aid used to offset the cost of tuition a student is charged. If a student is granted an MLOA, he/she will be granted a refund of tuition which means there will no longer be charges for the tuition waiver to offset. This will cause the tuition waiver to be reduced. The student will also receive an automatic deferment in order to preserve his/her semester of eligibility.
- Federal Aid: The Scholarships and Financial Aid website addresses the federal regulations pertaining to federal aid: [Student Tuition and Fee Refund Policy](#)

9. How is my academic status affected by a military leave of absence?

Academic status is not jeopardized by an MLOA. Students on academic probation at the time the MLOA begins will resume the period of probation when they return.

10. How does a student return after a military leave of absence?

Undergraduate students returning from a military leave of absence should complete an Intent to Re-Enroll after MLOA form at least two weeks prior to the beginning of the intended term of enrollment and submit it to the Office of the Registrar.

Students that were enrolled in one of the AAS programs, or any program with coursework on a specific rotation, and returning from a military leave of absence, should communicate with our Director of Enrollment Management at their earliest opportunity. Re-enrollment into the next possible point in the curriculum will be arranged after discussion.

Generally, a student will return to the same degree program as when the MLOA began. If the program is no longer offered at the college, the appropriate advising area will work with the student to find another degree program that will allow the student to graduate in a timely manner.

11. What if the degree plan a student was following is suspended or deleted during a military leave of absence?

If the degree program a student was following is no longer offered upon return from an MLOA, the appropriate advising area will work with the student to find another degree program that will allow the student to graduate in a timely manner.

12. What if a student's degree plan expires while on a military leave of absence?

Undergraduate degree program requirements are valid for six years. If an MLOA causes a student to need more than six years to complete a degree, the student may move to a newer degree plan or request an extension of the current degree plan through his/her college (with approval from Academic Affairs).

13. What if a student doesn't finish incomplete course work before the one-year maximum time limit for incomplete grades?

Students on a military leave of absence who elect to receive incomplete grades are not subject to the standard one-year maximum time limit to complete remaining coursework. If service during MLOA interrupts coursework in such a manner that the student and instructor determine it is not feasible to complete the course upon return from service, the student may petition to retroactively drop the course and receive a refund of tuition and fees by completing and submitting appropriate forms from the Office of the Registrar. Petition deadlines are extended if the reason for the petitions is documented military service during MLOA, related injury, or other related consequences.