



OFFICE OF REGISTRAR

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MILITARY LEAVE OF ABSENCE (MLOA) 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 housing that semester (if applicable). To request a MLOA, complete and submit this form to the Office of the Registrar with a copy of your military orders.

NAME: _____ Student ID: _____
(last, first, middle)

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

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.

CURRENT SEMESTER CLASSES:
List all currently enrolled courses in the table below, then check the applicable box to indicate preference.

SELECT ONE OF THESE OPTIONS FOR EACH COURSE				
COURSE NUMBER	COURSE NAME	Withdraw (W grade, refund of tuition & fees)	Incomplete Grade (I grade, no refund; I plan to complete course after period of service)*	Remain Enrolled (no refund; I plan to complete course during the period of service)

*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.