

	Page # 1 of 1	Section: C -	Policy #: S-4
	Approval:		Date: 08/15 Review by: 08/18
	<i>Kimberly A. Jelt Ed.D, RNC-OB, CDE</i>		
	Date Revised: 03/12		
	Policy/Revision Submitted by: K. Branham		
<b>SUBJECT: <i>Military Leave of Absence</i></b>			

**I. POLICY:**

To provide guidelines for requesting a military leave of absence.

**II. GENERAL INFORMATION:**

Methodist College (MC) supports students who are members of the United States armed forces and reserve units. 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 elsewhere may be granted a Military Leave of Absence (MLOA) from MC for the period of active duty and up to one year after returning from active duty. Length of absence from the college cannot exceed five years. Students with the MLOA need not apply for readmission or pay readmission fees. The student on MLOA must notify the Registrar of intent to return to enrollment in order to register for classes. Excluded from readmission are those who have dishonorable or bad conduct discharges or who are sentenced in a court-martial. Students who resume enrollment following MLOA will be required to meet the degree requirements as stated in the current catalog and which are in effect at the time of re-entry.

The Military Leave of Absence application is available from the Registrar's Office. The completed application must be returned to the Registrar's Office, accompanied by a copy of the military orders indicating the date on which the student must report for active duty elsewhere. When students are called to active duty after classes begin, they should contact the Registrar's office for a complete withdrawal/resignation from the current term, in addition to filing the MLOA for subsequent terms. If students receive financial aid and/or live in the dormitory, they are responsible for contacting the Office of Student Financial Aid and the Office of the Director for Enrollment Management. For assistance with the MLOA form, contact the Registrar's Office