



OSU MILITARY LEAVE OF ABSENCE (MLOA)/WITHDRAWAL REQUEST

Pursuant to SB 1830: The Oklahoma Student Veteran Leave of Absence Act of 2014, Oklahoma State University shall grant a Military Leave of Absence (MLOA) not to exceed a cumulative five years to a student who is a member of the active uniformed military services of the United States and is called to active duty. In summary, the act states that the student shall be eligible to:

- 1. Withdraw from and receive a refund for any or all classes for the period of active duty service without penalty to admission status or GPA and without loss of institutional financial aid; or
2. Receive an incomplete grade for any or all classes for the period of active duty status; provided that the student has completed a minimum of 50 percent of all class work prior to being called to active duty and the student completes all classes upon returning from active duty. The student's admission status and GPA shall not be penalized, and the student shall experience no loss of institutional financial aid.

To request a MLOA, complete and submit this form to the Office of the Registrar with a copy of your active duty orders. Retain page 2 for your records.

1. NAME: \_\_\_\_\_ Student ID: \_\_\_\_\_
(last, first, middle)

2. TERM OF LEAVE:
Term Leave Begins: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer Year \_\_\_\_\_
Term of Anticipated Re-Enrollment: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer Year \_\_\_\_\_

3. MILITARY ACTIVE DUTY ORDERS: Attach a copy of your active duty orders.

4. CURRENT SEMESTER CLASSES:

If you wish to withdraw from any or all classes this semester (receiving an automatic grade of W and a refund of tuition and fees for classes that haven't ended), please check the applicable box below. If only dropping some classes, list the specific classes you wish to drop in the table below. Withdrawals/drops will be processed upon receipt of this form by the Office of the Registrar.

\_\_\_\_\_ I wish to withdraw from all classes \_\_\_\_\_ I wish to drop some, but not all classes. If only dropping some classes, please specify the classes to drop below:

Table with 3 columns: CRN, Course Prefix, Course Number. Multiple empty rows for data entry.

If you wish to seek an incomplete (I) grade in one or more classes, you are responsible for discussing your eligibility for incomplete grades with each instructor. Incomplete (I) grades are only possible for students who have successfully completed at least 50 percent of all class work prior to being called to active duty.

5. LEAVE CONTACT INFORMATION: How can we contact you during your MLOA?

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Student Signature (Required) \_\_\_\_\_ Date \_\_\_\_\_

College Signature (Required) \_\_\_\_\_ Date: \_\_\_\_\_

Undergraduate students: Obtain the signature of your college student services office director or your academic advisor.

Graduate students: Obtain the signature of the Graduate College Dean or a designee. Must also comply with the Graduate College Leave of Absence Policy and submit the related form.

CVHS students: Obtain the signature of the CVHS Dean's Office representative. Must also comply with the Center for Veterinary Health Sciences Leave of Absence Policy.

Office Use Only
Processed by: \_\_\_\_\_ Date: \_\_\_\_\_
Credit Hours: \_\_\_\_\_ Orders Received (Y/N): \_\_\_\_\_
Comments: \_\_\_\_\_



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1. Withdraw from and receive a refund for any or all classes for the period of active duty service without penalty to admission status or GPA and without loss of institutional financial aid; or
2. Receive an incomplete grade for any or all classes for the period of active duty status; provided that the student has completed a minimum of 50 percent of all class work prior to being called to active duty and the student completes all classes upon returning from active duty. The student's admission status and GPA shall not be penalized, and the student shall experience no loss of institutional financial aid.

To request a MLOA, complete and submit page 1 of this form to the Office of the Registrar with a copy of your active duty orders. Retain this page for your records.

1. **SUBMIT A COPY OF YOUR MILITARY ACTIVE DUTY ORDERS** to the Office of the Registrar as soon as possible. Certain parts of your MLOA cannot be processed (including a refund of tuition and fees for dropped classes) without receiving your orders. If you are unable to submit your orders with your MLOA request form, submit them to the Registrar's Office as soon as possible via one of the following methods:

- a. Email: [registrar@okstate.edu](mailto:registrar@okstate.edu)
- b. Fax: 405-744-8426
- c. Postal mail:

Office of the Registrar  
Attention: Military Leave of Absence  
322 Student Union  
Oklahoma State University  
Stillwater, OK 74078

- d. Please include a cover letter that includes your name and Student ID number and states that the documentation is regarding your Military Leave of Absence.

2. **CURRENT SEMESTER CLASS GRADES**

- a. If you request to be dropped from your current semester classes, you will receive an automatic grade of W (withdrawn) for those classes *provided that your MLOA request has been received before the classes have ended*. MLOA requests received after classes have ended will be considered for an automatic grade of W by the retroactive drop review board.
- b. If you desire a temporary incomplete (I) grade to finish your coursework, it is your responsibility to communicate with your instructor to see if you qualify for an incomplete grade. For more information on incomplete grades, visit [registrar.okstate.edu](http://registrar.okstate.edu) and click on the FAQs link from the main menu, then click on Incomplete Grade Policy - Students.
- c. While W and I grades do not impact your GPA, they may affect federal financial aid and/or VA educational benefits. Consult the Office of Scholarships and Financial Aid ([finaid@okstate.edu](mailto:finaid@okstate.edu) or 405-744-6604) and/or the VA Benefits office ([veteransbenefits@okstate.edu](mailto:veteransbenefits@okstate.edu) or 405-744-6343) for more information.

3. **NOTIFICATION OF INTENT TO RE-ENROLL:** Undergraduate students returning from a military leave of absence should submit a Notification of Intent to Re-Enroll for Students on Military Leave of Absence at least two weeks prior to the beginning of the intended term of enrollment (see the Forms page of the Registrar's website: [registrar.okstate.edu](http://registrar.okstate.edu)) Graduate students should submit a Leave of Absence Reinstatement Request at least two months prior to the beginning of the intended term of enrollment. See the Graduate College. Center for Veterinary Health Sciences students returning from a military leave of absence should communicate with CVHS Student Services at their earliest opportunity (112 McElroy Hall, 405.744.6961, [dvm@okstate.edu](mailto:dvm@okstate.edu)). Re-entry into the next possible point in the curriculum will be arranged after discussion.

4. **MILITARY LEAVE OF ABSENCE (MLOA) INFORMATION:** For more details regarding the OSU Military Leave of Absence, visit Military Leave of Absence FAQs.

## Withdrawal checklist - to be retained by the student

**You are responsible for contacting the appropriate offices below to complete your withdrawal from OSU.**

- Submit the completed and signed Withdrawal Form to the Office of the Registrar.** You are not officially withdrawn without this step. Students who withdraw after the automatic W drop/withdraw deadline but within the W/F withdrawal deadline will receive final grades of "W" or "F" assigned by each instructor. **Students called to active duty military service should use the [Military Leave of Absence/Withdrawal request form](#).**

**Office of the Registrar** / 322 Student Union / Email: [registrar@okstate.edu](mailto:registrar@okstate.edu) / Phone: (405) 744-6876 or  
1st Floor Administration Hall / Phone: (918) 594-8100 - Tulsa Campus

- Readmission to OSU as an Undergraduate Student** - If you will not be returning to OSU in the next fall or spring semester, but plan to return to OSU in the future, you will need to apply for readmission to OSU. Visit <https://admissions.okstate.edu> and click on the "APPLY" link for readmission information and deadlines.

- Readmission to OSU as a Graduate Student** - All correspondence for readmission into a graduate program should be done through the Graduate College. Visit <https://gradcollege.okstate.edu> for more information.

- Bursar Account** - Contact the Office of the Bursar to pay any remaining balance on your account. Please note that an outstanding balance may result in holds on your account that could prevent future registration or your ability to obtain a transcript.

**Office of the Bursar** / 113 Student Union / Email: [bursar@okstate.edu](mailto:bursar@okstate.edu) / Phone: (405) 744-5993 or  
1st Floor Administration Hall / Phone: (918) 594-8320 - Tulsa Campus

- Scholarships and Financial Aid** - If you have financial aid (grants, loans, work-study) or scholarships, you must contact a financial aid counselor about how your withdrawal impacts your aid. If you have a departmental scholarship, you should also notify the department that provided the scholarship.

**Office of Scholarships and Financial Aid** / 119 Student Union / Email: [finaid@okstate.edu](mailto:finaid@okstate.edu) / Phone: (405) 744-6604 or  
130 North Classroom Building / Phone: (918) 594-8273 - Tulsa Campus

- Residential Life** - If you live in an OSU residence hall or other student housing, you must contact the Residential Life office to notify them of your withdrawal. Please note your OSU ID card will no longer work to access residence halls, so please contact the housing office if you need temporary access.

**Office of Housing and Residential Life** / Iba Hall / Email: [reslife@okstate.edu](mailto:reslife@okstate.edu) / Phone: (405) 744-5592

- Fraternity and Sorority Affairs** - If you are a member of a student organization such as a fraternity or sorority, contact Fraternity and Sorority Affairs to notify them of your withdrawal.

**Office of Fraternity and Sorority Affairs** / 211 Student Union / Email: [gogreek@okstate.edu](mailto:gogreek@okstate.edu) / Phone: (405) 744-5490

- Veteran Education Benefits** - If you have received education benefits through the Veterans Administration, you must contact the Veterans Benefit Office to determine the consequences of your withdrawal as it relates to your current and future veteran education benefits.

**Veterans Benefit Services, Office of the Registrar** / 322 Student Union / Email: [veteransbenefits@okstate.edu](mailto:veteransbenefits@okstate.edu) / Phone:  
(405) 744-6343

- Contact Information** - Update your mailing address and phone number by logging into your Banner account at [my.okstate.edu](http://my.okstate.edu) and updating your Personal Information. You may also forward your OSU email address to another email account by logging into O-Key at <http://okey.okstate.edu> and selecting the Email Destination menu item. Your OSU email address will expire automatically 30 days after you have withdrawn. Please update your alternate email address in the O-Key system by selecting the Alternate Email menu item. This will allow the University to contact you electronically after your OSU email address expires.

- Transcripts** - You can request official OSU transcripts by logging into your Banner account or by making the request in person at the Office of the Registrar or Enrollment Services on the Tulsa campus. For more information visit <https://registrar.okstate.edu/transcripts/>. Note: Your OSU email address (and your O-Key account) will expire approximately 30 days after you have withdrawn. You may continue to access Banner using your Banner ID and 6-digit Banner PIN once your O-Key account has expired. If you have forgotten your Banner PIN, please contact the Office of the Registrar or Enrollment Services on the Tulsa campus for assistance.

- Meal Plan** - If you have a meal plan, you must contact the meal plan office to notify them of your withdrawal.

**Meal Plan Office** / Student Union Administrative Services / 301 Student Union / Email: [dining@okstate.edu](mailto:dining@okstate.edu) / Phone  
(405) 744-4920

## Withdrawal checklist, continued - to be retained by the student

**You are responsible for contacting the appropriate offices below to complete your withdrawal from OSU.**

- Sports Pass** - If you purchased a sports pass you must request a refund through the ticket office. If you do not request a refund and cancel your pass you will be responsible for the bursar charge.

**Ticket Office** / 398 W. Hall of Fame / Email: [tickets@okstate.com](mailto:tickets@okstate.com) / Phone: (877) 255-4678

- Parking Services** - If you desire a refund on a paid parking permit you may do so by surrendering the permit to the OSU Parking Office. Refunds are pro-rated according to date returned. Permits applied for, but not used, are subject to the same prorated schedule. Refunds will be given according to prorated refund schedule. No refunds issued after April 30th. Important change to credit card refund: Refunds to credit card transactions older than 6 months from purchase date can be posted to the Bursar account only.

**Parking Services** / 1006 W. Hall of Fame / Email: [parking@okstate.edu](mailto:parking@okstate.edu) / Phone: 405-744-6525