

Active Military Duty Leave of Absence

This active military leave of absence policy pertains to students called up for active military service in any branch of the United States armed forces while enrolled in one or more courses at SPU.

A student's options when called to active military duty depend upon the projected duration of the student's call to active service, the term in which the student is enrolled, where classes take place, the time in the term when the absence begins, and other factors related to registration, tuition, and fees. Leave from classes in non-regular terms, and from those delivered off-campus, will be reviewed on a case-by-case for the potential awarding of "I" grades and for any financial refunds.

For a call to active military duty during the regular autumn, winter, or spring quarter that is projected to last more than two weeks:

Option 1: The student may completely withdraw from classes and will receive: (a) A 100% tuition refund; (b) A full or partial refund of course fees, when possible. (Not all course fees are refundable.); and (c) A pro-rated refund of residence hall and campus meal plan charges, based on the day the student checks out of housing.

Withdrawal from a class after the first week of the quarter will result in a withdrawal code on the student's transcript for each course.

Financial aid and payments received by the student for the term will be refunded to the source. Students who have received a refund from financial aid sources will be expected to repay the financial aid. The same standards that are applied to any students who have an outstanding tuition balance with the University will be applied to those called up for military duty. Students should consult with SFS to determine the impact on financial aid and Veterans' Benefits.

Option 2: The student may request the assignment of "I" (Incomplete) grades, if the leave will begin after the 7th week of the quarter. The student and each instructor must complete an [Agreement for Incomplete](#) form. A timeline for course completion will be determined by the instructor. In any event, the student must submit final coursework within one calendar year or the "I" becomes an "E" (or an "NC" grade, if the student was enrolled for "P/NC" grading). Extensions to the one-year deadline may be pursued through petition, when circumstances warrant.

Opting for "I" grades results in no tuition or course fee reimbursement. The student should consult with SFS to determine how "I" grades will impact financial aid and Veterans' Benefits.

For a call to active duty during the regular autumn, winter, or spring quarter projected to last no longer than two weeks:

A student may seek permission from each course instructor to remain in class rather than withdraw or receive an "I" grade. The student will be expected to maintain the same standards of performance—and to complete the same materials and assignments—as others in the class. In addition to submitting the leave of absence form and call-up orders to the Vet Corps Navigator, students living in campus housing are encouraged to notify their RA or RLC that they will be away, though not withdrawing from campus housing.

A student who changes their mind and decides to pursue Option 1 or Option 2 above must notify the Vet Corps Navigator in a letter or via email at veteranNavigator@spu.edu, before their first final exam of the quarter.

I. INSTRUCTIONS

- Complete all information on the second page of this form.
- Attach a copy of your military call-up orders.
- Read, complete, and sign this form, and submit it to the Vet Corp Navigator: veteranNavigator@spu.edu; Lower Moyer Hall.

II. STUDENT INFORMATION AND CONTRACT

Legal Name: _____ SPU ID: _____

Phone Number: _____ Email Address: _____@spu.edu

Mailing Address: _____

Current Term/Year (Fill in year): Fall 20 _____ Winter 20 _____ Spring 20 _____ Summer 20 _____

Do you receive VA benefits? Yes No Are you currently living in residential housing? Yes No

Do you want us to submit your name to Campus Ministries so they may pray for you? Yes No

Date leave is to begin (MM/DD/YY): _____

Current SPU courses:

CRN	SUBJECT	NUMBER	TITLE	CREDITS	INSTRUCTOR

III. LEAVE OPTION SELECTED

I choose to completely withdraw from my courses at this time.

I choose to have "I" grades assigned and complete my coursework at a later date agreed upon with each of my instructors, not to exceed one academic year from the end of the quarter during which I am taking a leave of absence. I understand that if I do not complete courses graded "I," the course grades will turn to "E" (or "NC" for P/NC course). I will contact SFS to determine the impact on financial aid eligibility. Further, I understand that each instructor and I must complete an [Agreement for Incomplete](#) form.

I choose to complete my courses within the normal quarter after an absence of two weeks or less. I understand it is my responsibility to contact each of my instructors before I leave to make arrangements for completing the courses, and that I will be held to the same standards as others in the class. I further understand that if I change my mind and decide to pursue a complete withdrawal or "I" grades, I must contact the Vet Corp Navigator in writing or via email (veteranNavigator@spu.edu) before finals begin this quarter.

IV. STUDENT SIGNATURE

- I hereby request a military leave of absence from Seattle Pacific University, as selected above.
- I understand that this leave will be in effect according to the timelines and conditions described above.
- I understand my leave may have financial implications, including entering repayment on my loans, loss of scholarship/financial aid eligibility, and other changes as applicable.
- I have consulted or will consult with SFS for information about how this absence may affect VA benefits and other aid.
- If living in campus housing and withdrawing: I have completed a Withdrawal from Housing form on the Housing Portal.
- If remaining in campus housing but leaving for an absence of up to two weeks, I will notify my RA and/or RLC of my pending absence, as a courtesy.

REQUIRED SIGNATURE: _____ DATE: _____

Notification/copies should go to: The Vice Provost for Student Engagement and Community Life, the Associate Vice President for Student Success, sasinfo@spu.edu; sfs-info@spu.edu, the student's academic counselor and faculty advisor(s), and to Campus Ministries (if requested).