

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**MILITARY LEAVE OF ABSENCE POLICY**

<b>Number</b>	03.01.05
<b>Division</b>	Student Affairs
<b>Date</b>	April 10, 2017 – Revised November 29, 2023
<b>Purpose</b>	To establish a policy for leave of absence or withdrawal when called to active duty service or to fulfill other military obligations in accordance with federal and state law.
<b>Policy</b>	This policy applies to all students who are members of the military. Military dependents whose families must move due to the deployment or relocation will receive the same consideration.

**Full-term Leave of Absence or Withdrawal**

Upon receipt of activation orders, students may request a withdrawal due to extenuating circumstances. Depending on the circumstances, a student may receive a grade of "W" in each course, or a student may be dropped and all courses removed from the transcript.

Withdrawal due to a voluntary or involuntary call to active military service with approved documentation will result in a refund of tuition.

Accommodations in accordance with the provisions in the Higher Education Opportunity Act of 2008 will be made for students to be readmitted with the same academic status as before deployment if there is no dishonorable or bad conduct discharge from the military and the cumulative length of this absence and all previous absences from undergraduate study due to military service does not exceed five years.

Faculty should contact their respective Dean or the Provost when the Faculty member becomes aware of a student's military deployment. The President will direct an appropriate official to maintain records of students currently in the military.

The student should notify the Dean of Students, provide documentation of the call to service, and submit notification as to whether the student intends to return to the University. All documentation should be submitted to the Dean of Students via email at [DOS@uah.edu](mailto:DOS@uah.edu).

**Temporary Leave of Absence**

At times, students may be unable to complete classes due to required military service. Students can request for a letter from the Dean of Students documenting

the call to service be sent to the student's faculty members. Students are encouraged to work with their faculty members directly on an ac