

## MILITARY LEAVE OF ABSENCE AND READMISSION POLICY

California State University, San Bernardino supports students called to active duty in the U.S. Military by providing for tuition relief and refunds, and for reinstatement of students whose documented service in the uniformed services has required their sudden withdrawal or prolonged absence from their enrollment in the institution. Included is service in the uniformed services whether voluntary or involuntary on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve. When a CSUSB student is under call or ordered to active duty for a period for up to 2 consecutive quarters, the following provisions will apply.

As provided for in the Code of Federal Regulations (CFR) 34, 668.18, California Education Code 66023 and the Federal Register CFR 34, section 668.18, students who leave CSUSB to serve in the Armed Forces of the United States will be promptly readmitted to the same program with the same enrollment and academic status.

### **For absences that extend more than 3 consecutive quarters (excluding summer):**

Military service members and veterans who were absent from CSUSB for service in the Armed Forces are eligible to return to CSUSB based on the following provisions:

- Absence is due to active duty service in the Armed Forces, including the National Guard or Reserves, for more than 30 days.
- The service member or veteran provides CSUSB Advising & Academic Services with either
  - Advance notice that the need for a leave of absence is due to military service
    - Students will be asked to submit the LEAVE OF ABSENCE FORM
  - OR
  - Documentation that the absence was due to service in the Armed Forces, which the student may provide at the time of return.\*
    - Examples of such documentation include a DD214, a copy of orders, etc.
- The service member or veteran notifies the CSUSB Office of the Registrar of the intent to re-enroll within 3 years of completion of military service. A student who is injured during or becomes ill as a consequence of military service must submit his/her intent to re-enroll no later than 2 years after the end of the period that is necessary for recovery from such illness or injury.
  - Upon notification of intent to re-enroll, students will be required to submit the RETURN TO CSUSB AFTER MILITARY SERVICE FORM (add link)
- The cumulative length of all absences for service in the Armed Forces may not exceed five years. This period includes only the time spent actually performing service, not the period before reporting for duty and the time between completing service and returning to the institution.
- Students will return to the same academic program with the same enrollment and academic status as when the absence began. Students will return to the next class or classes in their program after they provide notice of their intent to re-enroll.
- Eligibility of readmission is terminated upon any of the following circumstances:
  - Dishonorable or bad conduct discharge from the Armed Forces.
  - Dismissal as permitted under section 1161(a) of title 10, United States Code.
  - Drop from the rolls pursuant to section 1161(b) of title 10, United States Code.

A service member or veteran who does not meet these criteria is subject to current CSUSB admissions requirements and may apply for readmission by submitting the CSUMentor application and application fee during the CSU admissions period.

As provided for in the California Education Code 66023, CSUSB will refund fees paid by the student for the term in which he or she was called to active military service.

Based on federal regulations, institutions have the discretion to determine whether a student is prepared to return to his or her program with the same academic status at the point where the student left off, or will not be able to complete the program. CSUSB will make reasonable efforts at no extra cost to the student to help the student become prepared or to enable the student to complete the program with additional assistance such as providing refresher courses at no extra cost to the student and allowing the student to retake a pretest at no extra cost to the student.

\*Students who are unable to provide documentation due to military necessity (for example, because of a classified mission, operation or exercise) may sign a statement attesting that the absence was due to military service.

<b>Checklist for Long Term Military Absence Resulting in a Withdrawal (More than 3 Quarters)</b> <b>Follow these steps as applicable for a successful temporary separation from CSUSB</b>		
<input type="checkbox"/>	<b>Complete Leave of Absence Due to Military Commitment Form</b>	Complete a Leave of Absence Due to Military Commitment Form and submit it to the Veterans Success Center along with documentation that the absence is due to service in the U.S. Military.
<input type="checkbox"/>	<b>Notify Veterans Success Advisor</b> <b>Jaime Espinoza,</b> <b>Veterans Success Center</b> <b>(909) 537-7196 / 5195</b> <b>jespinoza@csusb.edu</b>	Notify the Veterans Success Advisor at the CSUSB Veterans Success Center to receive guidance and initiate the process.
<input type="checkbox"/>	<b>Notify School Certifying Official</b> <b>Melissa McQuead</b> <b>University Hall, Room 158</b> <b>(909) 537-5213</b>	Notify the School Certifying Official as soon as you find out you will be taking a leave of absence and discuss any necessary procedures.
<input type="checkbox"/>	<b>Office of Financial Aid &amp; Scholarships</b> <b>Roberta Encinias,</b> <b>University Hall, Room 154</b> <b>(909) 537-3422 / 7024</b>	Discuss your financial aid situation and any necessary procedures.
<input type="checkbox"/>	<b>Tuition Assistance</b> <b>Yolanda Gamble</b> <b>Office of Student Accounts</b> <b>(909) 537-5156 / 7607</b>	Notify the Office of Student Accounts as soon as you find out you will be taking a leave of absence and discuss any necessary procedures.
<input type="checkbox"/>	<b>Office of Housing &amp; Residential Life</b> <b>(909) 537-4155</b>	If you live on campus, discuss your situation and any necessary procedures.
<input type="checkbox"/>	<b>Notify Professors</b> <b>Contact your professors,</b> <b>provide orders / letter from CO,</b> <b>discuss academic accommodations</b>	Notify your professors, as early as possible, that you will be missing a portion of the quarter due to military commitment. Provide requested documentation as stated on previous page.

## Leave of Absence Due to Military Commitment Form

Submit this form to the Veterans Success Advisor

(The Veterans Success Advisor may instruct you to submit this form to other departments as well, depending on your needs)

Name \_\_\_\_\_  
(Last) (First) (MI)

Student ID \_\_\_\_\_ Date of Birth \_\_\_\_\_ Phone Number \_\_\_\_\_

Preferred email \_\_\_\_\_

I am withdrawing from the following quarter:  Fall Quarter \_\_\_\_\_  Winter Quarter \_\_\_\_\_

Spring Quarter \_\_\_\_\_  Summer Quarter \_\_\_\_\_

I expect to return the following quarter:  Fall Quarter \_\_\_\_\_  Winter Quarter \_\_\_\_\_

Spring Quarter \_\_\_\_\_  Summer Quarter \_\_\_\_\_

(Check only one quarter (year))

Academic Level:  Undergraduate  Graduate  Doctoral Student  Outreach (Non-Degree)

Did you attend any classes for the quarter from which you are withdrawing?  Yes  No

If yes, what was your last date of attendance? \_\_\_\_/\_\_\_\_/\_\_\_\_

Please indicate reason for leave of absence:

- Military Commitment: Expected Date Range \_\_\_\_\_  
 Other/Personal \_\_\_\_\_

Check at least one of the following options regarding Financial Aid (check any that apply):

- CSUSB may cancel my aid.  
 I do not have Federal Financial Aid (i.e. grants, scholarships, loans)  
 I wish to discuss my option with the Office of Financial Aid (If checked, submit form to **Office of Financial Aid.**)

Office of Financial Aid Signature \_\_\_\_\_ Office of Financial Aid Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_