



MSPM LEAVE OF ABSENCE FOR ACTIVE DUTY MILITARY

Name: _____

GWID: _____

GW Email: _____@gwmil.gwu.edu

Expected Graduation Year _____ and Term _____

Military leave allows active duty military who have received orders to deploy to interrupt their studies for the length of time that they are deployed. Students requesting Leave of Absence for Active Duty Military commitments should attach documentation of their orders. Military leave does not count towards the two semester limit of personal leave.

Students who receive orders to deploy prior to or early in a semester are automatically entitled to a full refund of all tuition and fees that he or she has paid toward the expenses of that academic term. If called to active duty after the mid-term examinations or after other substantial graded work has been completed, the student will have the option of either taking a full refund of tuition of fees or taking an Incomplete in his or her courses. Students who opt to take an Incomplete must follow the policies and procedures in place for students requesting a grade of Incomplete.

If a student receives orders that their deployment is being extended, the student must submit a new Leave of Absence for Active Duty Military Request Form.

Duration of Request: Submit this signed and completed form via email to your academic advisor for processing. If approved, your academic advisor will submit a registration request on your behalf.

Active Duty Commitment Start Date _____ and End Date _____

Note: If your commitment is during the summer term only, this request is not required.

Expected Return Year _____ and Term _____

Documentation of Orders (select one): Attached Forthcoming

Student Signature: _____ Date: _____

A \$35 registration fee/per semester will be assessed to your student account by the Office of the Registrar. Registration is subject to late fees assessed by the Office of the Registrar. By signing above, student agrees to pay all fees associated with registration for the requested status upon approval.

Office Use Only

Authorized Signature: _____ Date: _____

Leave of Absence Start Year _____ and Term _____

Leave of Absence End Year _____ and Term _____