

Military Leave of Absence (MLOA)

INSTRUCTIONS:

1. Take the completed MLOA application to your Academic Advisor to assist in evaluating the options available to you prior to your military activation. Have your Academic Advisor sign the form you determine a leave of absence is the best course of action.
2. Students living in residence halls should contact University Housing at: 919.515.2440.
3. Students with meal plans should contact University Dining at: 919.515.7012.
4. Students receiving financial aid through NC State University's Office of Scholarships and Financial Aid should contact their financial aid counselor at: 919.515.2421.
5. If you are not able to complete a course due to your military activation, you may be able to receive a grade of incomplete ("IN") and complete the course when you return to the University. Review the policy on "IN" grades and discuss with your advisor and course instructors to determine if this is an appropriate course of action.
6. If your military activation interrupts your current term and you determine a withdrawal of the term is the best course of action complete the withdrawal from current term section of the form.
7. When your MLOA is processed the leave will be recorded in the system along with the term you plan to return to the University. The system will activate you for the term you return prior to enrollment for that term with the appropriate enrollment window. You will still need to contact your advisor in order to lift your advising hold prior to enrollment.
8. In order to qualify for the MLOA you must be in good academic standing and have no pending disciplinary action.

Return completed forms to:

Department of Registration and Records
Veteran's Affairs
1000 Harris Hall
Box 7313, Raleigh, NC 27695
Fax: (919) 515-2376

Please write legibly. Instructions are on the reverse side of this form.

ID NUMBER: _____ NAME: _____
Last First MI

Military Leave of Absence (MLOA) Request

SECTION 1: To request a MLOA, indicate the current and returning term and sign below.

Current Term and Year

Returning Term and Year

STUDENT SIGNATURE _____ DATE: _____

Term Withdrawal for Military Activation Request

SECTION 2: To request a withdrawal from the current term, indicate the term and sign below.

Current Term and Year

STUDENT SIGNATURE _____ DATE: _____

SECTION 3: Meet with your academic advisor in order to evaluate the ramifications of your MLOA and plan for your return. Have your advisor sign below.

ADVISOR SIGNATURE: _____ Date: _____

SECTION 4: Attach a copy of your military orders indicating the date on which you must report to active duty.

Return completed form and military orders to:

Department of Registration and Records, Veteran's Affairs
1000 Harris Hall, Box 7313, Raleigh, NC 27695, Fax: (919) 515-2376

Registration and Records Use Only:

Withdrawal Processed: _____
Staff Date

MLOA Processed: _____
Staff Date