MILITARY LEAVE OF ABSENCE

Military Leave of Absence for Graduate Students
(Activations, Deployments, Mobilizations, Permanent Change of Station, Temporary Duty Assignment, Drill, and Unit Training Assemblies)

SUNY New Paltz acknowledges and appreciates the important contributions of our students who are currently serving in the United States Armed Services. In order to support these students, SUNY New Paltz, its Academic and Professional Faculty and the Office of Veteran and Military Services pledge to make every effort to provide reasonable accommodations to individuals who must be absent due to military obligations. (Note: Military Obligation is defined as, but not limited to: Activations, Deployments, Mobilizations, Permanent Change of Station, Temporary Duty Assignment, Drill, and Unit Training Assemblies).

Under the guidance of the Department of Education (ED) (34 C.F.R 668.18 & 34 C.F.R 688.8), SUNY Tuition, Fees and Charges Policy, SUNY's Billing, Refunds, Collection and Write-offs Policy for Tuition, Fees, and Other Charges, Section 487b of the US Higher Education Act as amended in 2008, and SUNY New Paltz this policy ensures students shall not be penalized for class absences due to military obligations. Military-related absences will not constitute a class absence. SUNY New Paltz and its Academic and Professional Faculty will provide reasonable accommodations to complete assignments and other coursework. These accommodations may include, but are not limited to:

- An opportunity to submit coursework on an alternative schedule agreed upon by the student and faculty member
- Selection of comparable coursework as assigned by the faculty member
- Complete coursework as an Independent Study, being given an incomplete grade for the course, or withdrawing from the course.

Both the student and the faculty member must agree that the length of the absence is reasonable given the type and structure of the course. The student and faculty member will agree upon a plan in writing that details expectations for successful completion of the course in question. If a faculty member offers the option of dropping a quiz/test grade, military related absences will not constitute the dropped quiz/test unless the student chooses. In situations where the length of absences is detrimental to the student’s ability to successfully complete the agreed upon plan, it may be within the student’s best interest to take a military leave of absence. Should a student exercise this option, SUNY New Paltz will remove the course(s) from their transcript. All subsequent Financial Aid, GI BILL® funds, TA, etc...will be recalculated and returned to its original source.

Students’ responsibility
Students who are actively participating in the United States Military Reserve or National Guard are highly encouraged to provide each faculty member, as well as the Office of Veteran and Military Services, a copy of their Reserve and/or National Guard schedule during the first week of class each semester. In the event that the student must perform duties outside of this schedule, a signed memorandum from his/her Unit Commander must be provided with said dates of service and supplied to each instructor.

Military Leave of Absence for Extended Learning Students
(Activations, Mobilizations, Deployments, Monthly Reserve/Drill)

This policy speaks directly to those courses, programs, workshops, seminars, etc. that are offered to students for non-credit. (A certificate of completion may be awarded to certify the student’s participation in the course/program). These types of educational initiatives can be offered within a regular academic semester, on weekends, weekdays, etc. and have varying length of instruction. Registration, length of course/program, requirements, pricing and refund schedule are clearly indicated with promotional materials.

In the event that a participant leaves the course/program due to military obligations, depending on the length of the course/program and the amount of work still to come, the presenter and SUNY New Paltz staff will provide reasonable accommodations to make up missed work (if appropriate) with the expectation of successful completion of content.

In situations where the length of absences is detrimental to the student’s ability to successfully complete the course/program and remain current with the coursework, it may be within the student’s interest to withdraw from the course/program with a military leave of absence from the program at no harm to the student. A full refund would be offered to the student.

The student would be permitted to re-enter the course/program upon return to complete the required work to earn a certificate of completion (if that is offered as part of the program). If that is not possible (due to the length of the course/program), the student would be permitted to enroll in the next course/program provided that we receive adequate notice of their intention to enroll in the course/program.

Military Leave of Absence for Undergraduate Students
(Activations, Deployments, Mobilizations, Permanent Change of Station, Temporary Duty Assignment, Drill, and Unit Training Assemblies)

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- An opportunity to submit coursework on an alternative schedule agreed upon by the student and faculty member
Military Leave of Absence

- Selection of comparable coursework as assigned by the faculty member
- Complete coursework as an Independent Study, being given an incomplete grade for the course, using the Satisfactory/Unsatisfactory grading option, or withdrawing from the course.

Both the student and the faculty member must agree that the length of the absence is reasonable given the type and structure of the course. The student and faculty member will agree upon a plan in writing that details expectations for successful completion of the course in question. If a faculty member offers the option of dropping a quiz/test grade, military related absences will not constitute the dropped quiz/test unless the student chooses. In situations where the length of absences is detrimental to the student's ability to successfully complete the agreed upon plan, it may be within the student's best interest to take a military leave of absence. Should a student exercise this option, SUNY New Paltz will remove the course(s) from their transcript. All subsequent Financial Aid, GI BILL® funds, TA, etc...will be recalculated and returned to its original source.