

## **Xavier University of Louisiana**

### **Student Military Leave Policy**

Xavier University of Louisiana supports the proud tradition of America's citizen soldiers and is dedicated to serving the educational needs of those who serve our great nation. We are committed to supporting our active duty military members, veterans and their spouses and dependents.

In accordance with the Higher Education Opportunity Act of 2008 and the Louisiana Reservist and National Guard Mobilization/Activation Policy for Public Higher Education Institutions, the University has adopted the following guidelines:

Students who are called to active-duty military service during the semester or summer session should:

1. Notify the Office of the Dean and present a copy of the military orders listing the dates and duration of active-duty service. The Dean's Office will notify the Registrar's Office to immediately flag the student's record as leave of absence for military duty.
2. The student will contact his/her academic advisor and program instructors to discuss the impact of the leave of absence and develop an academic plan and timeline to submit course assignments and examinations upon return.
3. If a student takes a military leave of absence before the university withdrawal deadline, he/she should follow course withdrawal procedures outlined in the university catalog. If a student takes a military leave of absence during the semester after the last day to withdraw from the course there are three options he/she can pursue:
  - a. The student can withdraw from the course and receive a full refund of tuition. The course will not appear on the student's transcript.
  - b. The student can receive an Incomplete grade for the course with the opportunity to complete the coursework and examinations within 6 weeks upon returning to the institution. In this case, the student will return to the university at the same academic status prior to leaving on active-duty.
  - c. The student can receive a grade in the course if the instructor feels the student completed a sufficient amount of the coursework, and can reasonably justify the assignment of the grade.

4. If the student withdraws from the university to perform long-term active-duty service and decides to continue his/her education at the university, he/she is required to submit a readmission application to the Registrar's Office upon return.
5. If the student is living on campus and purchased a meal-plan, he/she will receive a prorated refund based on the days enrolled and the date of withdrawal.
6. Upon withdrawing from the University, the Office of Financial Aid will be notified and applicable financial aid awards will be refunded to the appropriate agencies. In terms of students who receive federal Pell grant awards, students will be subject to a Return of Title IV calculation which will determine if any portion of the Pell grant would have to be returned. In addition, the semester may possibly count against the student's Pell grant eligibility.
7. The student is guaranteed enrollment after the student provides notice of his or her intent to re-enroll at the beginning of the semester in which they seek to return. The academic standing at the time of re-entry to the University shall remain as it was prior to serving on active-duty. Academic departments, particularly those with sequential curricula will make every effort to place the student into a new cohort. The student does not have to re-apply to enter the program provided the student departed for active-duty in good academic standing.