



New Paltz

STATE UNIVERSITY OF NEW YORK

Office of Veteran & Military Services, SUB 100C/D
1 Hawk Drive, New Paltz, NY 12561-2443
Phone: (845) 257-3120 • Fax: (845) 257-6120

MILITARY LEAVE OF ABSENCE

FOR OFFICE USE ONLY:

Military documents received:
Date Received:

Please fill in all information and return completed from to the address listed above.

Name Last First Middle Initial

Grid for entering the letter N and other characters

Permanent Address Street City State Zip

Phone () Email

Current Major

Dates of Expected Military Service (Supporting documentation is REQUIRED.):

Orders or other military documentation are needed to support your Military Leave of Absence request. Please submit source documents to the Office of Veteran & Military Services as soon as possible.

From To (if known)

Are you taking your leave starting now? Semester: (Not receiving grades for your courses)

Are you taking your leave starting next semester? Semester: (Receiving grades or incompletes for your courses)

Comments/Remarks:

Signature: Student

Date:

Signature: Signature of Office of Veteran & Military Services Staff

Date:

MILITARY LEAVE OF ABSENCE POLICY

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 U.S. 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 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, 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.

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.