



**RU Policy No. 0.17**

**Responsible Division:** Office of Academic Affairs

**Last Revised:** 08/2018

**Revised Effective Date:** 08/2018

**Military Leave Policy (for Students)**

***Policy Statement***

Roosevelt University supports a student's military responsibilities if called to active duty while enrolled at the University. To that end, this Policy addresses a student's right and obligation to notify the University of their need for leave to serve on active duty.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above, and the changes will apply to both prospective students and those already enrolled. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer. Unless otherwise stated, the term "Employee" as used in this Policy shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers.

***Policy***

A student who receives military deployment orders for active duty should provide a copy of the orders to the Office of Veterans Services at least thirty (30) days in advance of deployment, or as far in advance as possible under the circumstances. The Office of Veterans Services will determine the best course of action regarding completion of course work. Depending on the amount of work that has been completed, the student may be able to request an incomplete grade or withdrawal from courses.

If a student will miss a portion of class during a semester due to their annual reserve unit two-week training obligation, the student should discuss an accommodation with the faculty member and the Office of Veterans Services prior to registering for classes that semester.

***Entities Affected by this Policy***

All Divisions of the University.

***Related Documents***

None.

### ***Revision and Implementation***

The Provost and Executive Vice President for Academic Affairs shall have the authority to revise this Policy, subject to the approval of the President's Executive Council (if required).

The following shall have the authority to establish any procedures necessary to implement this Policy:

- Provost and Executive Vice President for Academic Affairs (and/or, as authorized by the EVP, the University Registrar);
- Vice President for Enrollment Management and Athletics;
- Vice President for Human Resources/Chief Human Resource Officer; and
- Vice President for Student Affairs and Dean of Students.