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Appendix

Military Leave of Absence Policy

Definition

Keck Graduate Institute (KGI) recognizes that students who serve in the United States Armed Forces may encounter situations in which military obligations may force them to withdraw from the institution and that this can sometimes happen with little notice.

For purposes of this policy, a “military service leave” is a KGI approved withdrawal from all in-progress KGI classes or cross-registration at another Claremont College that is necessitated by service, whether voluntary or involuntary, in the United States Armed Forces, including service by a member of the National Guard or Reserve, active duty, active duty for training, or full-time National Guard duty under Federal authority, for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days.

Student Responsibilities

A student who is called to active duty or active service in a branch of the United States Armed Forces (Army, Navy, Air Force, Marines, Coast Guard, National Guard or Reserve) and wishes to take a military service leave must:

Provide KGI with advanced notice of such service and the intention to take a leave of absence. As soon as possible, after receiving military orders that require withdrawal from a program or course of study, a student must contact the Dean of Students to request a formal leave of absence and attach a copy of the military orders or other appropriate documentation to the request. This advanced notice can be made by the student or may be made by an appropriate officer of the U.S. Armed Forces or official of the U.S. Department of Defense to KGI’s Registrar, but the student is responsible for making sure the dean receives notice. The notice need not include a statement of an intention to return to the KGI. If military necessity renders it impossible to provide advance notice to the Dean of Students, the student may initiate a military service leave by providing notice at the first reasonable opportunity, in writing, personally signed, and with a copy of the military orders attached.

KGI’s Procedures

Upon receiving notice of a student’s request to withdraw from their academic program at KGI or drop all enrolled courses because of military obligations, the Dean of Students shall promptly contact the campus registrar. The campus registrar will review the request and initiate the military service leave of absence by notifying the Office of Student Financial Services and the Office of Student Accounts or equivalent offices. The Office of Student Financial Services (or equivalent) will review the student’s eligibility for financial aid funds received before the time of withdrawal and inform the student about the status of his or her financial aid and actions required to defer loan repayments based on military obligations. Students who are granted a military service leave will receive a 100% refund of tuition and fees charged for the semester or academic term in which they withdraw. If KGI determines that it is appropriate to award academic credit for work completed in the semester or academic term in which a student takes military service leave, the student shall not receive a refund for the portion of the course of study for which academic credit is awarded. No refund will be provided until the KGI receives a copy of the military orders necessitating the withdrawal. Students who are granted a military service leave may be on leave for up to five academic years, after which an extension may be granted with their dean’s approval. To apply for an extension, students must contact the Dean of Students. Students who do not request an extension will be withdrawn from KGI and at a later date may choose to seek readmission. To seek readmission at a later date, students must contact the Dean of Students.

Military Re-Enrollment Procedures

Definition

For purposes of this policy, a “military re-enrollment” is a Keck Graduate Institute (KGI) approved re-enrollment after a military service leave.

Student Responsibilities

A student who has taken military service leave from KGI or has had studies interrupted because of active duty or active service in a branch of the United States Armed Forces and wishes to re-enroll must submit an application for re-instatement to the Division of Student Affairs and to the Office of Academic Affairs. To qualify for military re-enrollment, a student must provide notice to KGI of the intention to re-enroll within three years of the time he or she is discharged from military service or is placed on inactive duty. Notice should be provided in writing to the Dean of Students in accordance with the program’s re-enrollment leave of absence process and should include documentation (including an official certificate of release or discharge, a copy of duty orders, or other appropriate documentation) to verify the student’s withdrawal was related to service in the Armed Forces and that the student is able to resume studies.¹ Military re-enrollment guarantees a student who meets these requirements access to the same course of study they were in at the time of withdrawal without incurring a re-enrollment fee, unless a student receives a dishonorable or bad conduct discharge or has been sentenced in a court-martial.² Any student who, because of military necessity, did not give written or oral notice of service to KGI prior to withdrawal, may, at the time the student seeks readmission, submit documentation that the student served in a branch of the U.S. Armed Services that necessitated the student’s absence from KGI.

KGI’s Procedures

A student who meets the notice requirements set forth herein will be granted military re-enrollment in the semester following the notice of intent to return, or, if the student chooses, at the beginning of the next full academic year. Upon returning to KGI, the student will resume his or her course of study without repeating completed coursework and will have the same enrollment status and academic standing as before the military service leave. If the student is readmitted to the same program, during the first academic year in which the student returns, the student will be assessed the same tuition and fee charges that the student was or would have been assessed during the academic year in which the student left the institution.³ However, for the first academic year in which the student returns, KGI may assess an amount up to the amount of tuition and fee charges that other students in the program are currently assessed for that academic year if the student’s veterans’ education benefits⁴ or other service member education benefits will pay the amount in excess of the tuition and fee charges assessed for the academic year in which the student left the institution.

If, in the judgment of KGI, a student is not academically prepared to resume a course of study in which he or she was previously enrolled, or is unprepared to complete a program, KGI will determine whether reasonable means are available to help the student become prepared. KGI may deny the student re-enrollment if it determines that reasonable efforts are not available, or that such efforts have failed to prepare the student to resume the course of study or complete the program. A student who has been away from KGI on military service for more than five years (including all previous absences for military service obligations after initial enrollment but including only time the student spends actually performing service in the Armed Forces) will not be guaranteed military re-enrollment, but may petition his or her dean for consideration of military re-enrollment.⁵ A student who chooses at the conclusion of military service to enroll in a different course of study than the one the student was in at the time of military withdrawal must complete the regular admission and enrollment process for that course of study.

Notes

1. KGI shall determine the adequacy of documentation with reference to 34. C.F.R. Sec. 668.18(g).
2. The appropriate point in a course or program for a student to resume studies, the timing of re-enrollment, and the determination of the “same course of study” will be determined by KGI, taking into account the unique characteristics and requirements of that course or program and the modes in which it is offered (e.g., non-degree vs. degree, evening vs. day program, special program vs. standard program). If the program in which the student was enrolled has been discontinued or is no longer offered, KGI will enroll the student in the program that it determines to be most similar to that program or in a different program for which the student is qualified. If the student is admitted to a different program, and for subsequent academic years for a student admitted to the same program, KGI shall assess tuition and fee charges that are no greater than other students in the program are assessed for that academic year.
3. The appropriate tuition and fee amounts will be reflected on the bill that the student receives.
4. As defined in section 480(c) of the HEA.
5. This cumulative leave of absence restriction shall be interpreted and applied with reference to 34 C.F.R. Sec. 668.18(c) and (e), which set forth rules for calculating cumulative absence due to military service.

