



***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.

past, present, or prospective contractor, or volunteer. U shall refer to all employees and volunteers.

***Policy***

A student who receives military orders to the Office of Deployment, or as far in advance as possible, the Office of Student Services will determine the amount of leave. Depending on the amount of leave requested, a student may request an incomplete grade.

If a student will miss a portion of a two-week training obligation, the student member and the Office of Student Services will determine the amount of leave.

***Entities Affected by this Policy***

All Divisions of the University

***Related Documents***

None.

