



Policy Title: AA3028 - Enrollment Readmission for Service Members and Reservists

Subject Area: Academic

Responsible Official(s): Executive Vice President and Provost

Responsible Office(s): Office of the Provost

Policy Statement

The Department of Defense Memorandum of Understanding (MOU), paragraph 3.i.(1) requires institutions to have a readmission policy for service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements. Additionally, Chapter 3 of Volume 2 of the Federal Student Aid Handbook outlines specific requirements of institutions as it relates to the readmission of service members.

Definitions

Service Member - A service member is someone who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform, service in the uniformed services (definition drawn from Federal Student Aid Handbook).

Service or Military Service - Service or Military Service is defined as service, whether voluntary or involuntary, in the armed forces, including service by a member of the National Guard or Reserve on active duty, active-duty 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 (definition drawn from the Federal Student Aid Handbook).

Policy

In alignment with Chapter 3 of Volume 2 of the Federal Student Aid Handbook; paragraph 3.i.(1) of the Department of Defense Memorandum of Understanding; and regulations outlined by the Department of Education (34 C.F.R. 668.8); the readmission policy for service members and reservists is as follows:

Service members who are temporarily unable to attend classes for less than 30 days within a semester due to a military service obligation, when such absence would result in a withdrawal under institution policies, shall be allowed to be readmitted to a program or course.

FAQs

Who do I contact with further questions?

[Undergraduate Readmissions](#)

[Graduate Readmissions](#)

Related Documents, Policies and Forms

[Department of Defense MOU](#)

[Federal Student Aid Handbook](#)

[Department of Education](#)

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