

November 28, 2016

**MEMORANDUM**

**Coded Memo ASA-2016-29**

**For Reference and Action by Admission  
Officers, Enrollment Managers, and  
Veterans Services Staff**

**TO:** CSU Presidents

**FROM:** Loren J. Blanchard, Ph.D.   
Executive Vice Chancellor for Academic and Student Affairs

**SUBJECT:** Clarifying Military Leave/Readmission Requirements for Servicemembers

This policy supersedes Coded Memoranda AA-2010-12 and AA-2014-01 and:

- Clarifies campus compliance with federal regulations as it relates to readmission of servicemembers;
- Encourages campuses to review federal regulations and Department of Defense Memorandum of Understanding when developing military leave policies and procedures; and,
- Summarizes campus and student responsibilities related to readmission of servicememembers.

**Background**

In addition to campus-based educational leave policies, state and federal laws and agreements provide guidance on military leave and readmission of students absent due to military service in the U.S. Armed Forces. Effective January 1, 2016, California State University (CSU) campuses are required to comply with Section 668.18 of the Higher Education Opportunity Act (HEOA) of 2008 as it relates to the readmission of servicemembers.

**Summary of Requirements**

Military servicemembers and veterans who were absent from a CSU campus for service in the Armed Forces are eligible for prompt readmission to the same program or course of study based on the following:

**CSU Campuses**  
Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
San Diego

San Francisco  
San José  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus

- The absence is due to military service in the Armed Forces, including the National Guard or Reserves.
- The servicemember or veteran provides the designated campus office with either:
  - Advance verbal or written notice that the need for a leave of absence is due to military service; or,
  - Documentation, which the student may provide at the time of readmission, establishing that their absence was due to service in the Armed Forces of the United States.

### **Process to Request Readmission**

The servicemember or veteran notifies the designated campus office of the intent to re-enroll within 3 years of completion of military service.

- Students who inform campuses of their expected return should be notified about their readmission date and/or their registration date for their next available term.
- Students who do not inform campuses in advance of their return should nevertheless be readmitted or permitted to re-enroll for the next available term.

### **Length of Absence**

The cumulative length of all absences for service in the Armed Forces may not exceed five years of time spent actually performing service. This period does not include the period before reporting for duty and the time between completing service and returning to the institution. A student who is injured or becomes ill as a consequence of military service must submit their intent to re-enroll no later than two years after the end of the period that is necessary for recovery from such illness or injury.

### **Additional Readmission Guidance**

Students must be readmitted to the same academic program, with the same academic standing, that they were in at the time the absence began. "Prompt readmission" means that students must be offered readmission into the next class or classes in their program after they provide notice of their intent to re-enroll.

For the first academic year after readmission, students who are readmitted under these provisions must be charged the same tuition and fees that would have been assessed for the academic year during which the student left the institution. This is not required if the student's veterans' education benefits, such as the G.I. Bill, will cover the full amount of current tuition and fees.

If the campus determines that the student is not prepared to resume the program with the same academic status, the institution must make reasonable efforts at no extra cost to the student to help the student become prepared to complete the program.

Eligibility for readmission under the terms of the HEOA terminates upon any of the following events:

- Being separated from the Armed Forces with a dishonorable discharge.
- Being dismissed as permitted under section 1161(a) of title 10, United States Code.
- Being dropped from the rolls pursuant to section 1161(b) of title 10, United States Code.

A servicemember or veteran who does not meet the Code of Federal Regulations 34, section 688.18 criteria does not give up their right to readmission, but may be subject to the institution's established leave of absence policy and general practices.

### **Resources**

The U.S. Department of Education has provided a “Frequently Asked Questions” page that addresses many of the concerns that may arise. It can be viewed at this link:

<http://www2.ed.gov/policy/highered/guid/readmission.html>.

Questions regarding this memorandum should be directed to Dr. Patrick O’Rourke, director of Active Duty and Veterans Affairs at 562-951-4130, [porourke@calstate.edu](mailto:porourke@calstate.edu).

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