



POLICY STATEMENT 291

Readmission of Service Members

Revision: 0
Last: Reviewed:
Effective: June 1, 2025

PURPOSE:

To establish a clear policy for the readmission of service members whose study at Louisiana State University of Alexandria (LSUA) is interrupted due to obligations to one of the uniformed services of the United States in compliance with federal regulations, 34 C.F.R. § 668.18, Chapter 3 of Volume 2 of the Federal Student Aid Handbook, and paragraph 3.i.(1) and 3.1.(2) of the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) between the DoD Office of the Under Secretary of Defense for Personnel and Readiness (USD(P&R) and Louisiana State University of Alexandria.

POLICY:

If the following conditions are met, LSUA shall readmit any student who, after an absence or withdrawal from LSUA because of duties in the service of one of the uniformed services, wishes to return to LSUA to continue his or her studies:

1. The service, whether voluntary or involuntary, must be for a period of 30 days or more in the Armed Forces, including the National Guard or Reserve, active duty, active duty for training, or full-time National Guard duty under Federal authority.
2. Notice of absence for service must be provided by the service member or an appropriate officer of the Armed Forces or official of the Department of Defense—that is, a commissioned, warrant, or noncommissioned officer authorized to give such notice. The notice of absence may be oral or written and must be provided to LSUA's Office of the Registrar as far in advance as is reasonable given the circumstances.
3. The cumulative length of the absence and of all previous absences from LSUA by reason of service in the uniformed services must not exceed five years and must include only the time the service member spent actually performing service in the uniformed services. A period of absence from LSUA before, after, or in between performing service does not count towards the length of the absence.
4. Notice of intent to return must be provided by the service member not later than three years after the completion of the period of service. For a service member who is hospitalized for or convalescing from an illness or injury incurred in, or aggravated during, the performance of service, notice must be provided not later than two years after the end of the period that is necessary for recovery from such illness or injury.



5. The notice of intent to return may be oral or written and must be provided to LSUA's Office of Admission. The service member must also provide documentation to establish that he or she has not exceeded the cumulative five-year limit on absences from the institution; and that his or her eligibility for readmission has not been terminated. Documents that may be used for this purpose include but are not limited to the following: Department of Defense 214 Certificate of Release or Discharge from Active Duty; Copy of duty orders prepared by the facility where the orders were fulfilled carrying an endorsement indicating completion of the described service; Letter from the commanding officer of a Personnel Support Activity or someone of comparable authority.
6. The student must not have received a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves). Note: a student who has received a dishonorable or bad conduct discharge may remain eligible for readmission even though he or she is not entitled to the benefits outlined in this policy or 34 C.F.R. § 668.18.

A returning service member will be allowed to pursue the same academic program he or she was enrolled in prior to departure due to uniformed service. The service member may follow either the curriculum of the academic program as defined in the university catalog at the time of his or her departure or the curriculum as defined in the most current university catalog. Note: if the curricular requirements of a degree have changed substantially (e.g., if courses that were originally required no longer exist and have been replaced by other courses), students may be required to meet curricular requirements that supersede those printed in catalogs that were in force earlier in their residence.

The service member may also choose a new program of study and pursue the curriculum as defined in the most current university catalog. Any credits earned prior to the change of program will be applied in a way that is most advantageous to the service member.

If the program of study a service member was enrolled in upon his or her departure due to uniformed service is no longer offered by the university, the university will make every effort to allow the student to complete the defunct program. If completion is not possible, the service member will be allowed to enroll in the current program that most resembles the defunct program.

If the service member is not academically prepared to resume the program where he or she left off, or will not be able to complete the program, LSUA will make reasonable efforts at no additional cost to the service member to help him or her become prepared, or to enable him or her to complete the program. Such efforts, which may include but are not limited to the provision of tutoring services and the scheduling of meetings with faculty mentors, will not place any undue financial hardship on the institution.



Service members will be readmitted with the same enrollment status, the same number of credits, and the same academic standing as of the last date of attendance at LSUA.

A service member whose studies are interrupted during the middle of a term due to service in one of the uniformed services, regardless of the duration of this interruption, is entitled to an incomplete grade for any class in which he or she was enrolled and passing at the time of departure. The remaining work for any such class must be completed upon the service member's return to the university. Each instructor must agree to a contract with the student on material to be covered and assessments to be given as soon as is reasonable upon the student's return. If the course instructor is no longer employed by LSUA upon the service member's return, the appropriate Department Chair or Dean will assign another faculty member the task of ensuring that the terms of the contract are followed and the outstanding work submitted by the student and graded by the faculty member.

The student will not be required to reenroll in any class for which they currently have an incomplete. Service members not desiring an incomplete grade in any class are entitled to a withdrawal from that class resulting in the grade of "W," which bears no academic penalty. If requested, the "W" grade will be granted even if the official deadline for withdrawing from a class with a grade of "W" has passed. The request for either a "W" grade or an "I" grade must be made to LSUA's Office of the Registrar prior to the service member's departure for service or, if that is not possible, as soon after as is reasonable given the circumstances.

APPLICABILITY:

The above policy applies to Louisiana State University of Alexandria and all service members of one of the uniformed services of the United States.

INTERPRETATION:

Questions about the interpretation of this policy should be directed to the Office of Admission.

APPROVED: _____

Paul Coreil, Ph.D., Chancellor

5/29/25
Date