

## **Policy on Student Military Leave of Absence**

Effective: 2019.03.01

### **I. Introduction**

The Universidad del Sagrado Corazón (“Sagrado”) supports undergraduate and graduate students who are members of the U.S. armed forces, the National Guard or other reserves units and who may be called or ordered into active duty.

Under the Higher Education Opportunity Act of 2008 (“HEOA”) and Puerto Rico Act 109 of April 11, 2003, known as “Ley que regula las relaciones contractuales entre los estudiantes militares de educación post-secundaria en el Estado Libre Asociado de Puerto Rico y las instituciones superiores de enseñanza”, institutions are required to readmit an individual who left school or did not accept an offer of admission in order to perform military service.

Students who performed or will perform active service should promptly notify the Office of Student Affairs or the designated office.

### **II. Eligibility to Return**

Service members are eligible for readmission if, during the leave of absence, the student performed or will perform active duty service in the U.S. armed forces, including active duty for training and National Guard or Reserve service under federal authority, or the Puerto Rico National Guard for a period of more than thirty (30) consecutive days.

### **III. Duration of Leave**

In general, the cumulative length of the absence and of all previous absences for military service may not exceed five (5) years. Only the time the student spends actually performing service is counted.

### **IV. Notification of Military Service**

A student (or an appropriate officer of the armed forces or official of the Department of Defense) who is planning to take a leave for military service must give advance written or verbal notice of military service to the Office of Student Affairs as far in advance as is reasonable under the circumstances. No notice is required if precluded by military necessity such as service in operations that are classified or would be compromised by such notice. The notification does not have to indicate whether the student intends to return to the University.

The Office of Student Affairs or the designated office will notify the Registrar's Office so that the student's record will be flagged as a leave of absence for military service.

## **V. Notification of Intent to Return to Sagrado**

To be readmitted, the student must give written notice to the Office of Student Affairs or the designated office of his/her intent to reenroll in Sagrado no later than three (3) years after the completion of the period of service.

A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify Sagrado of his/her intent to return no later than two (2) years after the end of the period needed for recovery from the illness or injury.

If a student fails to apply for readmission within these periods, he/she will be subject to Sagrado's withdrawal practices.

## **VI. Readmission of Service Members**

1. Sagrado will readmit the student into the next class or classes in the program beginning after he/she provides notice of his/her intent to reenroll, unless he/she requests a later date or unusual circumstances require the University to admit him/her at a later date.
2. Sagrado will admit the student with the same academic status, which means:
  - To the same program to which the student was last admitted or, if that exact program is no longer offered, the program that is most similar to that program, unless he/she chooses a different program;
  - At the same enrollment status, unless the student wants to enroll at a different enrollment status;
  - With the same number of credit hours or clock hours previously completed, unless the student is readmitted to a different program to which the completed credit hours or clock hours are not transferable;
  - With the same academic standing (e.g., with the same satisfactory academic progress status) the student previously had.
3. If the program to which the student was admitted is no longer offered, the student must be admitted to the program that is most similar, unless the student requests or agrees to be readmitted to a different program.

## **VII. Tuition and Fees**

If the student is readmitted to the same program, for the first academic year in which he/she returns, Sagrado will assess the tuition and fee charges that he/she was or would have been assessed for the academic year during which he/she left the school, unless if his/her veterans education benefits or other service member education benefits will pay the higher tuition and fee

charges that other students in the program are paying for the year then, the University may assess those charges to the student as well.

Sagrado will assess no more than the tuition and fee charges that other students in the program are assessed for that academic year if the student is admitted to a different program and for subsequent academic years for a student admitted to the same program.

### **VIII. Leave of Absence**

1. If a student notifies that he/she is planning to take a leave for military service for the *next* academic period on the academic calendar, there will be no enrollment or grades applied and the student's transcript will indicate Leave of Absence ("A").

If the student notifies a military leave of absence *during* an academic period in which a student is currently enrolled, all courses on the student's transcript for that term will be assigned grades of "I" with grades of progress (e.g. "IC", "ID", "IF") due to active military service with the right to complete all coursework at a future date without further payment of tuition or fees. The transcript will also indicate a status of leave of absence ("A").

2. The student will receive prorated refunds for their housing and meal-plans, if applicable, based on taking the percentage of days registered at Sagrado over the total number of days in the academic period.
3. Student benefits will be terminated on the date of leave. The student will receive prorated refunds for the portion of any premium paid for health insurance coverage.
4. All applicable financial aid awards will be refunded to the appropriate agencies, and repayments of federal student loans will be calculated in accordance with federal guidelines.
5. Students will be required to return University property, such as keys to Residence Halls, University computer equipment, library books in order to receive a refund or re-enroll.

### **IX. Designated Contact**

This Policy cannot address every circumstance that may arise when students are called to active duty. Students should contact the Office of Student Affairs or the designated office for consultations on this Policy and to submit notifications of military service and the intent to return to Sagrado.

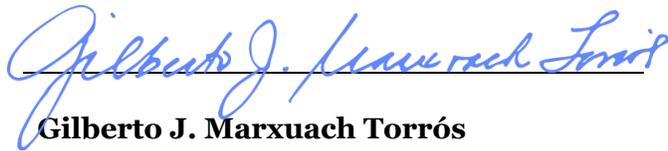
### **X. Reporting Violations**

Violations to this Policy or consultations on the scope and interpretation of this Policy must be addressed to the Office of Student Affairs at 787.728.1515, ext. 3583, or by electronic mail at [sara.tolosa@sagrado.edu](mailto:sara.tolosa@sagrado.edu).

## **XI. Violations to this Policy**

Universidad del Sagrado Corazón reserves the right to interpret this Policy in its administration, implementation and application. Any violation of this Policy by a student, faculty or staff or any other person may result in a disciplinary action that may include expulsion from the University (students) or termination of the employment relationship (faculty and administrative staff), or other appropriate legal actions.

If there is ambiguity in any provision of this Policy, the University reserves the discretion to interpret it according to the purpose for which it was established, the impact on the operations of the University, and good faith, unless any law provides otherwise.



**Gilberto J. Marxuach Torrós**  
President