

Military Leave of Absence

A student who is a member of the U.S. armed forces and called to active duty may be granted a Military Leave of Absence for the period of active duty by submitting the Military Leave of Absence application. The application must include a copy of the student's military orders that indicate the date on which the student must report for active duty. Students with a Military Leave of Absence will have that period of active duty noted on their transcript. A student that completes the Military Leave of Absence application should refer to the appropriate forms to be withdrawn or otherwise granted clemency for their course(s) (e.g. Special Circumstances Drop, Incomplete Grade Contract).

Name: _____ MCC Student ID: _____

Current Mailing Address: _____

City: _____ State: _____ ZIP Code: _____

Academic Year: _____ Term: _____

Program of Study: _____

Reason for Absence:

☐

Deployment

☐

Permanent Change of Duty Station (PCS)

Anticipated year and term of return: _____

I have attached a copy of my Orders/Deployment/PCS Paperwork and acknowledge that my transcripts will reflect the timeframe(s) of my absence.

Student Signature: _____ Date _____