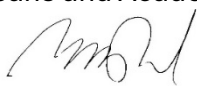




The UNIVERSITY of OKLAHOMA, HEALTH CAMPUS
Office of the Senior Vice President and Provost

MEMORANDUM

TO: OU Health Campus Deans and Academic Leaders

FROM: Gary E. Raskob, PhD 
Senior Vice President and Provost, OU Health Campus

DATE: August 19, 2026

SUBJECT: Policies on Students Called to Active Military Duty

It is possible that Health Campus program students who are on active duty in the United States military or who are in the Reserves or National Guard may be called to active service on short notice. I ask that our leadership ensure that their faculty and student support staff are sensitive to the unique needs of these students and are prepared to assist them in the disposition of their coursework and training obligations. This may include early completion of courses and rotations, withdrawal, or receipt of grades of Incomplete.

University Policy - University policy provides that any student who is deployed to active service in the armed forces of the United States will be allowed to terminate enrollment in a manner that minimizes the educational and financial impact to the student. This policy also applies to civilian employees of the military whose work hours are changed in a manner that affects their ability to attend classes. Pursuant to law and policy, the University of Oklahoma Health Campus shall grant a Military Leave of Absence, not to exceed a cumulative five (5) years, to a student who is a member of the active uniformed military services of the United States and is called to active duty. The student shall be eligible to:

- *Withdraw from any or all courses for the period of active duty service without penalty to admission status or GPA and without loss of institutional financial aid. If the student has not completed an amount of work sufficient to receive a grade, the University may refund the tuition and fees paid by the student for the current term or waive the amount of tuition and fees paid from the amount owed for tuition and fees for a future term following the student's tour of duty; or*
- *Receive an "I" for any or all courses for the period of active duty status irrespective of the student's grade at the time the "I" is awarded; provided, however, that the student has completed a minimum of fifty percent (50%) of all coursework prior to being called to active duty and the student completes all courses upon return from active duty. The student's admission status and GPA shall not be penalized and the student shall not experience loss of institutional financial aid.*

The student is required to complete and submit the [Military Leave of Absence](#) form to the Office of the Registrar at the [Registrar Health email address](#) and the [Veterans Health email address](#) with a copy of active duty orders. See the SCO Veterans Advisor for more information.

Notification Procedure - Because the specific steps will vary with the situation and the needs of the individual student, each student must be advised about and allowed to choose among the options that are available. Students who are called up or who anticipate being called up should immediately contact Shanna Pope, Health Campus Registrar, at 405-271-2359 or Shanna-pope@ou.edu. After visiting with the student, Ms. Pope will consult with the Health Campus Student Financial Services team and others, as necessary, to effect a smooth termination of the student's enrollment and to facilitate the subsequent return of the student to the University, when they wish to do so.

Two other University policies affect students called to active military duty: the fee waiver policy for students called to active military duty and the policy for reentry of activated students into the University.

Fee Waiver - If a student is called to active military service during a term in which the student has not completed an amount of work sufficient to receive a grade, the University may refund the tuition and fees paid by the student for the current term or may waive the amount of tuition and fees the student has already paid from the amount the student owes for tuition and fees for a future term following the student's tour of duty, per the policy summarized above.

Return from Service - The general policy for students who return to the University after returning from active military duty is that every reasonable step will be taken to facilitate their reentry into the University. The students will receive special attention at all stages of the process of returning to the University. Late fees and other penalties will be waived to the extent permitted under State Regents' policies. The initial contact person for returning military personnel is Ms. Pope, who will inform students of the steps they need to take to re-enroll in the University.

Student Support - Thank you for your assistance and cooperation in sharing this memo with the faculty and student support staff in your area who are responsible for helping OU students affected by active duty orders. Staff can also encourage these students to call Student Affairs at (405) 271-2416 (Health Campus and additional sites) or (918) 660-3100 (Tulsa Campus) for various support, such as counseling and connection to other military/veteran students and faculty as the students transition into active military duty or return to the University.

If you have any questions about these policies or other issues relating to military duty call-up, please contact Ms. Pope.

For information about OU *employees* called up for military duty, please contact Human Resources at www.hr.ou.edu.

cc: Joseph Harroz, Jr., President

Dorothy Anderson, Vice President for Human Resources & Chief Human Resources Officer

Jill Raines, Senior Vice Provost, OU Health Campus

Shanna Pope, Registrar, OU Health Campus Recruitment & Admissions

Paula Williams, Deputy General Counsel, OU Health Campus