MEMORANDUM

Date: June 8, 2010

To: Provosts/Vice Presidents for Academic Affairs
Vice Presidents for Student Affairs

From: Allison G. Jones  
Assistant Vice Chancellor

Subject: Readmission of Members of the Armed Forces

The Higher Education Opportunity Act entitles members of the Armed Forces, National Guard, or Reserve to readmission to the University if their separation is caused by either voluntary or involuntary service on active duty for a period of more than 30 days.

In general, members called to active duty are expected to provide written or verbal notice of such service to the appropriate campus official unless such a notice is precluded by military necessity or would compromise national security. After completing a period of service, a student may defer notifying the campus of the intent to return for no more than three years. The cumulative length of absence from continuous attendance, however, does not need to exceed five years. In those cases, the University would be free to impose the established leave of absence policy and ordinary admissions practices.

Readmission can and should occur whenever it is requested for a subsequent term. Section 66025.8 of the California Education Code already provides enrollment priority to members of the Armed Forces returning from active duty (veterans). The student's best interest should be considered, however, if the readmission is for any term in which instruction has already begun. In those cases, advisement should be provided to assist students in locating available classes and in determining whether or not they can recover the missed assignments. Students should not be readmitted after census date.

A student hospitalized or convalescing from an illness or injury during the performance of service is expected to notify the campus of the intent to return no later than two years after the end of recovery.
If you have any questions about these requirements, you may direct them to Mr. Eric Forbes, Director of Enrollment Management Services, Academic Affairs, Student Academic Support, at (562) 951-4726 or eforbes@calstate.edu.

AGJ/jd

c: Executive Vice Chancellor Jeri Echeverria
   Mr. Eric Forbes
   Mr. Dean Kulju
   Directors of Admissions and Records
   State University Registrars
   Campus Veterans Affairs Contacts