

## MEMORANDUM

**DATE:** 1/31/2023  
**TO:** UA Academic Advisors, Student Support Personnel, and Students  
**FROM:** Abbie Sorg, Assistant Registrar, Academic Catalog & Policy  
**RE:** **Amendments to the Undergraduate Leaves of Absence policy and Military Excused Absence policy**

In Fall 2022 in accordance with Arizona State law, the Office of the Registrar proposed updates to the Undergraduate Leaves of Absence policy and the Military Excused Absence policy.

The updated policies extend protections regarding course withdrawal/refund and excused absence options to students who are active-duty military members, as well as spouses, domestic partners, and/or dependents of active-duty military members.

The updated policies were approved by the Undergraduate Council, Undergraduate College Academic Administrators Council, and the Faculty Senate during the fall 2022 and spring 2023 semesters.

The updated Undergraduate Leaves of Absence policy can be found at  
<https://catalog.arizona.edu/policy/registration-tuition-fees/registration-enrollment/undergraduate>

The updated Military Excused Absence policy can be found at  
<https://catalog.arizona.edu/policy/registration-tuition-fees/registration-enrollment/military-excused-absence>.

**The updated policies are effective Spring 2023.**

**Updates to the Undergraduate Leaves of Absence policy** (full policy can be found in the General Catalog: <https://catalog.arizona.edu/policy/registration-tuition-fees/registration-enrollment/undergraduate>):

- Military Leave of Absence:
  - Course withdrawal/refund options and excused absences are extended to students who are spouses, domestic partners, or dependents of active-duty military members.
  - Language is adjusted to accommodate students who do not receive advance notice of military orders.
- Back2UA:
  - Previous limitation of Back2UA program to U.S. citizens and permanent residents has been removed. Students are eligible for Back2UA regardless of citizenship or immigration status.
  - Students do not need to notify the institution prior to utilizing Back2UA.
- International Student Leave:
  - Current procedure for International Student Leave has been clarified.

**Updates to the Military Excused Absence policy** (full policy can be found in the General Catalog: <https://catalog.arizona.edu/policy/registration-tuition-fees/registration-enrollment/military-excused-absence>):

- Excused absences are extended to students who are spouses, domestic partners, or dependents of active-duty military members.

- Language is adjusted to accommodate students who do not receive advance notice of their orders.

### **Justification/Rationale**

- Arizona State law requires Arizona public institutions of higher education to extend protections regarding course withdrawal/refund and excused absence options to students who are spouses of military members. S.B. 1406 can be found here:  
<https://www.azleg.gov/legtext/55Leg/2R/laws/0048.pdf>.
- To be inclusive of students in varying circumstances, the Undergraduate Council Curriculum & Policies subcommittee requested these protections be extended to students who are domestic partners or dependents of active-duty military members, in addition to spouses of active-duty military members.
- Procedure regarding Back2UA eligibility had differed in practice from the previous policy as written; the policy now reflects correct eligibility standards and instructions.

**Questions about the updates to the Undergraduate Leaves of Absence policy or the Military Excused Absence policy** should be addressed to the Office of the Registrar at [catalog@arizona.edu](mailto:catalog@arizona.edu).