



Students who receive **military orders for active duty or deployment** may need to pause their studies. Commonwealth University provides several options depending on your academic standing and the timing of your activation.

Option 1: Request a Leave of Absence

A **Leave of Absence (LOA)** allows students to temporarily step away from the university due to circumstances outside their control, including military service.

Steps to Request a Leave

1. Complete the [Leave of Absence Request form](#).
2. Submit supporting documentation, such as a copy of your military orders.
3. Email documentation to deanofstudents@commonwealthu.edu.

Important Information

- You must be a matriculated undergraduate student in good academic standing.
- Leave may last up to two consecutive semesters (winter and summer sessions are not included).
- Course outcomes during the semester will follow add/drop and withdrawal deadlines.
- A registration hold will be placed on your account while you are on leave.
- Credits from other institutions generally cannot be transferred while on a Leave of Absence.
- Students on an approved Leave of Absence retain their merit scholarships and do not need to reapply for admission when returning.

Returning to the University

When you are ready to resume your studies:

- Submit a [Request to Return Form](#) at least 30 days before the start of the semester.
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Option 2: Withdraw from the University

If you are not eligible for a Leave of Absence (for example, if you are not in good academic standing), you may need to withdraw from the university.

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Steps to Withdraw

1. Log into [CU Succeed](#) and select “**I am Officially Withdrawing from Commonwealth University.**”
2. Complete the **Student Exit Form** in CU Succeed.

If you cannot access CU Succeed:

- Email the Registrar’s Office at registrar@commonwealthu.edu and request to withdraw from the current semester.
- The Registrar will confirm your last date of attendance with faculty and process your withdrawal.

Returning After Withdrawal

Students who withdraw must complete a [readmission application](#) when they are ready to return to Commonwealth University.

Additional Considerations

Incomplete Grades

- You may request an **Incomplete (“I”) grade** if you are currently passing a course.
- Approval is **at the instructor’s discretion** and may require military documentation (i.e. orders).
- Remaining coursework is typically completed **by the end of the next semester**. Note: It is typically very difficult to complete coursework while activated – talk to your command first before selecting this option.

Remote Instruction (Limited)

- In rare cases, instructors may allow **remote course completion**.
- This must be arranged directly with faculty and is **often not feasible** for in-person or lab-based courses

Students called to active duty should also address the following:

Housing

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If you live on campus, you must complete the Housing Release process to be released from your housing contract and dining plan.

- **Bloomsburg students:** Complete the [Housing Release form](#).
- **Lock Haven or Mansfield students:** Contact Residence Life at
 - housing@lockhaven.edu
 - housing@mansfield.edu

Financial Aid

Activation or withdrawal may affect your financial aid, tuition charges, or account balance. Students should contact Financial Aid at financialaid@commonwealthu.edu for guidance.