


**MEMORANDUM**

**Code: AA-2014-01**

**Date:** January 10, 2014

**To:** CSU Presidents  
CSU Provosts/Vice Presidents for Academic Affairs  
CSU Vice Presidents for Student Affairs  
CSU Vice Presidents of Business and Finance

**From:** Eric G. Forbes, Assistant Vice Chancellor 

**Subject:** Code of Federal Regulations 34, 668.18; California Education Code 66023;  
Federal Register CFR 34, section 668.18, Coded Memorandum AA-2010-12

The above references entitle members of the Armed Forces, National Guard, or Reserve to “prompt” 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. Code of Federal Regulations (CFR) 34, section 668.18 states that an institution may not deny readmission to a person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform, service in the uniformed services on the basis of that membership, application for membership, performance of service, application for service, or obligation to perform service. This code also states that a student's eligibility for readmission to an institution under this section terminates if the service member is dishonorably discharged from service or dismissed for bad conduct.

In addition, CFR 34, 668.18 directs that students who are service members called to active duty are not required to provide written or verbal notification in the event of such service. Student service members may defer their return not later than three years after completing their service period and may not have a cumulative period of more than five years absence including service. A student service member hospitalized or convalescing from an illness or injury performed during uniformed service is expected to notify the campus of the intent to return no later than two years after the end of recovery. Readmission for a subsequent term should occur whenever it is requested; however, students should not be readmitted after census date. Service member students should be promptly readmitted in the same program with the same enrollment and academic status. California Education Code 66023 states that campuses will provide for a refund of fees paid by the student for the term in which he or she was called to active military service.

**CSU Campuses**

Students should be encouraged to use existing campus systems for their leave of absence. After completing a period of service, the military student should notify the appropriate office on campus of his/her return.

Federal regulations allow if an institution determines that the student is not prepared to resume the program with the same academic status at the point where the student left off, or will not be able to complete the program, the institution must make reasonable efforts at no extra cost to the student to help the student become prepared or to enable the student to complete the program including, but not limited to, providing refresher courses at no extra cost to the student and allowing the student to retake a pretest at no extra cost to the student.

If you have any questions about this memorandum, you may direct them to Mr. Nathan Evans, Director of Enrollment Management Services, Academic Affairs, Student Academic Support at (562) 951-4726 or [nevans@calstate.edu](mailto:nevans@calstate.edu); or, Dr. Pat O'Rourke, Director of Active Duty and Veterans Affairs at 562-951-4130 or [porourke@calstate.edu](mailto:porourke@calstate.edu).

cc: Chancellor Timothy P. White  
Dr. Ephraim Smith, Executive Vice Chancellor and Chief Academic Officer  
Dr. Ron Vogel, Associate Vice Chancellor, Academic Affairs  
Dr. Pat O'Rourke, Director of Active Duty and Veterans Affairs  
Mr. Nathan Evans, Director, Enrollment Management Services  
Mr. Dean Kulju, Director, Financial Aid  
Ms. Carolina Cardenas, Director, Outreach and Early Assessment  
Mr. Ray Murillo, Director, Student Programs