

## Policy

Enrolled students who are members of the United States Armed Forces including the National Guard, Reserves or Active Duty who are unable to attend class for **less than 30 days** within the term due to a military obligation will be afforded the opportunity to complete class requirements.

- The student is responsible for notifying their instructor within 10 days of receipt of orders and prior to missing classes, exams or assignments.
- The instructor will provide the qualifying student with opportunities to complete class requirements with reasonable due dates accounting for the excused absence.
  - The instructor may request review by the Dean of Students or designee of the **student's military orders** to determine their validity and to consult on recommended reasonable due dates.
  - If the student and instructor are unable to come to a mutually satisfactory agreement concerning revised due dates, the Dean of Students or designee will work with the faculty member to make a final determination of adjusted due dates.
- Coursework that was to be completed during the absence will not incur a reduced grade penalty when submitted by the agreed upon deadline.
- The instructor may award an Incomplete (I) Grade if the excused absence is near the end of the class and the student has completed all but a small portion of the coursework in accordance with the Incomplete Grade policy.

Note: This policy is in compliance with the Department of Defense Memorandum of Understanding allowing the University of Arizona to offer Tuition Assistance to qualifying students.

## Process

1. Notify your instructors that you will be engaging in the Military Excused Absence short-term leave program due to your current orders, and make arrangements for any missed classes, coursework, projects, etc.
2. Obtain and complete the Military Excused Absence form. Contact VETS: Military Connected Student Center or Military-connected Benefits and Certifications if you need assistance or additional information
3. Submit the completed form **along with a copy of your orders** to the *Assistant Dean of Students, at the VETS: Military Connected Student Center in the Student Union Memorial Center (Room 404)*.
4. Upon submission of the form, a meeting will be scheduled with the Assistant Dean of Student or his/her designee, to discuss the orders and the request for the short-term leave of absence.
5. The Assistant Dean of Students will notify the instructors of the approved short-term leave of absence. The Military-connected Benefits and Certifications office will also be notified.
6. A Military-connected Benefits and Certifications officer will contact you regarding the impact on your VA or other education benefits and any changes based on the short-term leave of absence.



Student ID	Student Name – First and Last	Date

**Courses**

Department	Course Number	Section	Units	Course Title	Instructor
<i>(example) NS</i>	<i>402</i>	<i>001</i>	<i>3</i>	<i>Name of the Course</i>	<i>Instructor Name</i>

**Checklist**

- Notify instructors of intent to take a short-term leave [10 days prior to leave start date]
- Completed and Submitted Military Excused Absence form
- Submitted a copy of orders
- Meet with Assistant Dean of Students

STATEMENT WORDS

<b>Student Signature</b> - <i>electronic signature accepted if using official Arizona email account</i>	
<b>Assistant Dean's Signature</b> - <i>electronic signature accepted if using official Arizona email account</i>	Date Signed

APPROVED  
 DENIED

*Official Use Only – Military and Veterans Services*

Processed By \_\_\_\_\_ Date \_\_\_\_\_  
 Comments \_\_\_\_\_

*Official Use Only – Military-connect Benefits and Certifications*

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_  
 Comments \_\_\_\_\_