

Military Excused Absence Policy

To::

UA Faculty, Academic Advisors, Student Support Personnel, and Students
Names and titles:

Neel Ghosh, Chair, Undergraduate Council
Abbie Sorg, Senior Program Manager, Curricular Affairs

Date::

May 28, 2020

In January 2020 the Undergraduate Council (UGC) received a proposal from the Office of the Registrar and the Dean of Students ? Military and Veteran Engagement to create a policy to excuse absences necessitated by military obligation. This new policy was reviewed and approved by the Undergraduate Council, College Academic Administrators Council, and Faculty Senate during the Spring 2020 semester. The policy can be found at <https://catalog.arizona.edu/policy/military-excused-absence> [1].

The new policy is effective beginning with the Summer 2020 semester.

Military Excused Absence 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.

Justification/Rationale

- This policy is needed for full compliance with the Department of Defense Memorandum

of Understanding in order to offer Tuition Assistance to qualifying students at the University of Arizona.

The application for military students requesting an excused absence under this policy can be found at

<https://www.registrar.arizona.edu/sites/registrar.arizona.edu/files/forms/Military%20Excused%20term%20Absence%20form.pdf> ^[2].

Questions about Military Excused Absences should be addressed to **Cody Nicholls**, Assistant Dean of Students for Military Connected Students and Veteran Engagement, at 621-7057, or **rcn1@arizona.edu** ^[3].

<https://uaatwork.arizona.edu/sites/default/files/Military%20Excused%20Absence%20Policy%20Memo%28-20.pdf>

Source URL: <https://uaatwork.arizona.edu/uannounce/military-excused-absence-policy>

Links

[1] <https://catalog.arizona.edu/policy/military-excused-absence>

[2] <https://www.registrar.arizona.edu/sites/registrar.arizona.edu/files/forms/Military%20Excused%20Short-term%20Absence%20form.pdf>

[3] <mailto:rcn1@arizona.edu>