

## Faculty Guidelines for Military Absences

Nazareth recognizes the unique challenges and situations that student service members face while serving in the military and working toward a degree. Nazareth is committed to upholding the agreements made with the Department of Defense, Department of Education, and the Department of Veteran Affairs and prohibits discrimination on the basis of veteran status as required by the Department of Labor protected classes.

All student service members must take part in mandatory military obligations throughout the year, potentially conflicting with course meeting times. These absences may include scheduled training or unscheduled orders for work in disaster relief or other state or national emergencies and may range from a few days to a few weeks. Instructors should work with student service members so that they are not penalized for meeting their military obligations. The students and their instructors should work together to make accommodations in order to best support the student and to meet the course learning outcomes.

- A. Military absences qualify as “excused absences,” which means that the absence, with proper documentation, is not subject to penalty. Students must provide documentation such as military orders, drilling schedule, or a military memo from a commanding officer to the Military and Veteran Services Coordinator.
- B. In most instances when a student service member is called to duty, they are unable to complete coursework during the period of absence. To assist student service members in successfully completing course requirements, here are some options for the instructor to consider:
  1. Provide upcoming assignments in advance of leaving in order to reduce the amount of missed work upon returning or allow the student to make up all missed assignments upon returning to campus.
  2. Provide an appropriate amount of time for the student to complete assignments after returning and consider reasonable extensions if requested by the student.
  3. For students who have completed a large portion of the course, the student and faculty member may want to discuss the following options:
    - a) Assigning an Incomplete (I) grade and determining a plan of action and timeline for completing the course requirements.\*
    - b) Withdrawing from the course\*
    - c) If the learning outcomes have been accomplished, the faculty member may assign a grade for the coursework completed. This option requires the agreement from the instructor as well as the Dean of the college in which the course resides.
  4. In connection with clinical rotations, field experiences, performances, labs, and group work and similar requirements, faculty members will work with the

student to devise an alternative path to complete or substitute the requirement, if possible.

*\*Since an "I" or "W" grade can affect a student's GI Bill® tuition benefits, students should consult with the GI Bill® certifying official before requesting the change.*

- II. The request for a military leave of absence must be submitted to the director of the Office of Student Success. Standard leave of absence procedures will be followed with the option to extend the leave as needed, not being limited to two semesters for full-time students. Upon returning from the leave, the student will follow the college's re-entry procedures. Student service members returning from a service-related leave will be reinstated to their academic program and extracurricular activities in the same status as when the leave began. Students may re-enter under new college and department requirements as may have come into effect.