

# Military and Veterans Absence Agreement Form

## Military and Veteran Related Absence Policy

While students are highly encouraged to attend all scheduled classes, Bellarmine University faculty will make every effort to accommodate students who are absent from class due to military obligations, including deployment, reserve or national guard responsibilities, required medical treatment for service-related conditions and other military service-related absences. This policy protects students from being penalized due to class absences caused by military obligations or required medical treatment for service-connected conditions. Faculty will provide reasonable opportunities to make-up missed work and may include a selection of comparable coursework as agreed upon by the faculty and student.

Both student and instructor must agree that the length of the absence is reasonable given the type, length and structure of the course. The student will initiate this process by providing the *Military and Veterans Absence Agreement Form*. The student and instructor will complete and sign the *Military and Veterans Absence Agreement Form* which details expectations for successful completion of the coursework. In situations where the length of absences is detrimental to the student's ability to successfully complete the agreed upon plan and remain current with the coursework, it may be deemed advisable for the student to withdraw from the course(s).

In the case of military training or drill periods, the student must disclose the leave schedule to the instructor as soon as the unit provides such documentation, preferably prior to the event. Bellarmine University understands that training schedules are subject to change and if a change occurs, the student shall submit documentation from his/her military unit to the instructor. If travel is required, a full eight (8) hours shall be excused before and/or after the military training or medical treatment.

In the case of service-connected medical treatment, documentation of a Veteran's Administration appointment may be requested to validate the reason for the absence. Documentation should be provided directly to the instructor or through the Office of Military and Veterans Services at Bellarmine. If the student chooses to submit such documentation to the Office of Military and Veterans Services, that office will notify the instructor of the legitimacy of the absence.

## Syllabus Copy

Bellarmino University acknowledges and appreciates the important contributions of our students who have served or are currently serving in our armed forces. In order to support these students, Bellarmine faculty pledge to provide reasonable allowances as described in the **Military and Veteran Related Absence Policy** (<http://www.bellarmino.edu/YYYYXX>) to students who must be absent from class due to military obligations or required medical treatment for service-related conditions. Please see the Academic Policies in the Bellarmine University 2019-2020 Catalog for specific details.

**This form must be signed and dated by the student and instructor no later than 24 hours prior to off campus military obligations for each circumstance listed below.** If unable to complete prior to military-related service or service-related medical conditions, the student will be required to provide the form to the instructor immediately upon return to campus. If possible, the Office of Military and Veterans Services should be contacted for last minute military obligations or service-related medical care.

An approval form is required for **each military-related service or service-related medical treatment.** There are no blanket approvals.

Date and description of military-related obligation(s):

| Date | Description |
|------|-------------|
| •    | •           |
| •    | •           |
| •    | •           |
| •    | •           |

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| Expectations for missed work, assignments, examinations or quizzes: |
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Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date \_\_\_\_\_