## 1 Florida State University Policy 3A-5 Military Short-Term Absence

2 Title of Policy: Military Short-Term Absence Accommodation Policy

3 Responsible Executive: Vice President for Faculty Development and Advancement

4 Approving Official: President

5 Effective Date: December 1, 2013

6 Revision History: New December 1, 2013

## I. INTRODUCTION

The University recognizes and appreciates the important contributions made in service of our country by Active Duty, Reserve, and National Guard members and their dependents. In order to accommodate those students and their dependents, University faculty and staff will provide these students the following options to accommodate unexpected training/drill, deployment, or change-of-station orders.

## II. POLICY

- 1. For any training/drill, deployment, or change-of-station orders: Students will attempt to make arrangements with instructors to maintain and/or make up classwork as needed and to assign grades as appropriate (including Incompletes, to be made up later). Registration for those courses in which instructors accommodate the absence will remain intact and tuition and mandatory fees will be assessed in full for those courses. Service members should provide instructors with maximum advance notice of absences, providing copies of training/drill, deployment, and/or change-of-station directives from the Military, Reserve, or National Guard.
- 2. Instructors must accommodate absences of up to two weeks in duration (or equivalent in summer) in accordance with paragraph 1.
- 3. When unable to make satisfactory arrangements with all instructors: Courses will be dropped and the tuition and mandatory fees for those courses will be rescinded.
- 4. When unable to make arrangements with any instructors for unexpected orders requiring longer than a two-week absence: The student's entire registration will be withdrawn or cancelled and 100% of the tuition and mandatory fees will be rescinded.

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38	E. Publication		
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40	This Policy will be published in each edition of the General Bulletin, included in the Faculty		
41	Handbook and on the Policies Webpage, and posted on the Veteran's Center website.		
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43	I. Responsible Executives		
44	2. President		
45	3. Executive Vice President for Academic Affairs and Provost		
46	9. Vice President for Faculty Development and Advancement		
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48	III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY		
49 50	The Florida State University Constitution (FSU Regulation 1.004) grants the Faculty Senate		
51	authority to "determine and define University-wide policies on academic matters." The Faculty		
52	Senate has approved this policy, which constitutes a deviation from existing University policy on		
53	student attendance.		
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54	The Director of the FSU Student Veterans Center, as delegated by the University President, shall be responsible for periodic review and of this policy and for suggesting any necessary revisions		
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