

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

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8 **I. INTRODUCTION**

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

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16 **II. POLICY**

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30 be dropped and the tuition and mandatory fees for those courses will be rescinded.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33 be withdrawn or cancelled and 100% of the tuition and mandatory fees will be
34 rescinded.

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