

Military Absence Policy

Students shall not be penalized for class absences due to unavoidable or legitimate required military obligations not to exceed two (2) weeks or 15% of the course, or unless special permission is granted by the instructor. Instructors must also consider the student's overall attendance and progress when determining if sufficient attendance/work completed warrants a passing grade. Students are responsible for notifying faculty of such circumstances as far in advance as possible, and for providing documentation to verify the absence to the Associate Dean of Instruction for the program in which they are enrolled. Notification verifying the absence will be sent to members of the faculty by the Associate Dean of Instruction upon receipt of documentation. Faculty members are responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments.