Military Excused Absence
Short-term Leave

Office of the Registrar

Policy

Enrolled students who are members of the United States Armed Forces including the National Guard, Reserves or Active Duty who are unable to attend class for **less than 30 days** within the term due to a military obligation will be afforded the opportunity to complete class requirements.

- The student is responsible for notifying their instructor within 10 days of receipt of orders and prior to missing classes, exams or assignments.
- The instructor will provide the qualifying student with opportunities to complete class requirements with reasonable due dates accounting for the excused absence.
    - The instructor may request review by the Dean of Students or designee of the **student's military orders** to determine their validity and to consult on recommended reasonable due dates.
    - If the student and instructor are unable to come to a mutually satisfactory agreement concerning revised due dates, the Dean of Students or designee will work with the faculty member to make a final determination of adjusted due dates.
- Coursework that was to be completed during the absence will not incur a reduced grade penalty when submitted by the agreed upon deadline.
- The instructor may award an Incomplete (I) Grade if the excused absence is near the end of the class and the student has completed all but a small portion of the coursework in accordance with the Incomplete Grade policy.

Note: This policy is in compliance with the Department of Defense Memorandum of Understanding allowing the University of Arizona to offer Tuition Assistance to qualifying students.

Process

1. Notify your instructors that you will be engaging in the Military Excused Absence short-term leave program due to your current orders, and make arrangements for any missed classes, coursework, projects, etc.
2. Obtain and complete the Military Excused Absence form. Contact VETS: Military Connected Student Center or Military-connected Benefits and Certifications if you need assistance or additional information
3. Submit the completed form **along with a copy of your orders** to the *Assistant Dean of Students, at the VETS: Military Connected Student Center in the Student Union Memorial Center (Room 404)*.
4. Upon submission of the form, a meeting will be scheduled with the Assistant Dean of Student or his/her designee, to discuss the orders and the request for the short-term leave of absence.
5. The Assistant Dean of Students will notify the instructors of the approved short-term leave of absence. The Military-connected Benefits and Certifications office will also be notified.
6. A Military-connected Benefits and Certifications officer will contact you regarding the impact on your VA or other education benefits and any changes based on the short-term leave of absence.

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Student ID	Student Name – First and Last	Date

Courses

Department	Course Number	Section	Units	Course Title	Instructor
(example) NS	*402*	*001*	*3*	*Name of the Course*	*Instructor Name*

CHECKLIST

- ☐ Notify instructors of intent to take a short-term leave [10 days prior to leave start date]
- ☐ Completed and Submitted Military Excused Absence form
- ☐ Submitted a copy of orders
- ☐ Meet with Assistant Dean of Students

STATEMENT WORDS

Student Signature: _____ Date: _____

Assistant Dean's Signature: _____ Date: _____

☐ Approved

☐ Denied

Official Use Only – Military and Veterans Services

Processed By: _____ Date: _____

Comments: _____

Official Use Only – Military-connected Benefits and Certifications

Processed By: _____ Date: _____

Comments: _____

Revised 01/2025