



Academic Policy

Policy Title: Military Leave of Absence
Policy Number: 3114
Date Adopted: 05/04/2016
Version: 3.0
Review Cycle: Annually
Date Last Reviewed: 08/30/2023
Office Responsible: Student Services/Registrar
Reviewing Committee: Academic Council
Related Policies:
Related Laws:
Related Code of Regulation:

Policy Summary:

This policy outlines the procedures for a member of the United States Armed Forces, to include National Guard and Reservists, whom will be absent due to military service on orders.

Policy Scope:

This policy applies to all current Jackson College student veterans.

Policy Statement:

Students will not be penalized for class absence due to military obligations due to military orders, not to exceed two weeks; unless special permission is granted by the class instructor. Students are responsible for informing faculty members of circumstances as soon as possible and for providing military documentation to the instructor to verify the reason of the absence.

The faculty member is responsible to provide reasonable accommodations to make up exams or other assignments that impact the course grade. For absences due to a student being deployed due to being called “up” to active duty orders, please refer to Jackson College’s policy on Military Withdrawal due to Orders.

In second admittance programs and shortened terms student veterans whom have military orders requiring their absence, for no more than two weeks, must speak with the instructor to receive written approval to be absent from class without being penalized. Instructors of second admittance programs have the ability to refuse this absence due to time commitments required by the course demands. Instructors during shortened terms may deny the request of military absence due to compact class curriculum based on shortened terms. In the event that an instructor declines military absence due to training for the reasons outlined above, the instructor may suggest that the student withdraw from said class without penalization based on “Military Withdrawal due to Orders” policy.

Change Log

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
10/22/2015	1.0	Created	Z. McNitt / E. Snell
10/16/2019	2.0	Annual Review	Z. McNitt
8.30.2023	3.0	Reviewed/ No Changes	Z.McNitt