

## Military and VA Related Absence Policy

4/8/2016

Murray State University acknowledges and appreciates the important contributions of our students who have served or are currently serving in our armed forces. In order to support these students, Murray State pledges to make every effort to provide reasonable accommodations to students who must be absent from class due to military obligations or required medical treatment for service-connected conditions.

Students are highly encouraged to attend all scheduled classes. This policy protects students from being penalized due to class absences caused by military obligations or required medical treatment for service-connected conditions. Faculty will provide reasonable accommodations to make-up missed work. These accommodations may include a selection of comparable coursework as agreed upon by the faculty.

Both student and instructor must agree that the length of the absence is reasonable given the type and structure of the course. Student will initiate this process by providing the Military and VA Absence Policy Agreement Form. Student and instructor will complete and sign the Military and VA related Absence Policy Agreement Form which details expectations for successful completion of the coursework. In situations where the length of absences is detrimental to the student's ability to successfully complete the agreed upon plan and remain current with the coursework, it may be deemed advisable for the Student to withdraw.

### Procedures and Documentation

In the case of military training or drill periods, the student must disclose the leave schedule to the instructor as soon as the unit provides such documentation, preferably prior to the event occurring. We understand that training schedules are subject to change and if a change occurs, the student shall submit a memorandum from his/her military unit to the instructor. If travel is required, a full eight (8) hours shall be excused before or after the military training or medical treatment.

In the case of service-connected medical treatment, documentation of a VA appointment may be requested to validate the reason for the absence. Documentation should be provided directly to the instructor or through Murray State's Office of Veterans Affairs. If the student chooses to submit such documentation to MSU's Office of Veterans Affairs, that office will notify the instructor of the legitimacy of the absence.

Students choosing to withdraw due to lengthy military training obligations or extended medical treatment during the semester, shall refer to the Academic Bulletin, Chapter 5 *Registration and Academic Records*, Withdrawal Section and complete the withdrawal request process via myGate.