



Military and Veteran Education Center Military Student Absence Checklist

This checklist is for students who are serving on active duty or in the Reserves or National Guard and have military training requirements throughout the semester.

Use this to prepare and coordinate with faculty PRIOR to the training, annual tour, or drill weekend.

Notify your Professor Know as Soon as Possible

- Let your professor know with plenty of advance notice that you will be gone. This can provide more flexibility when discussing a plan with them.

Items to discuss:

- Internet capabilities during the training
- Assignments that may be due while away
- Options for flexibility with due dates, quiz and exam taking
- How best to get the material prior to or after being away
- If it is a team assignment, how best to work with those members while away

Understand your Training Requirements:

- Considerations:
 - How long will you be gone?
 - Will you have time to study?
 - Will you have internet access?

Work Ahead if Possible:

- Considerations:
 - Complete assignments ahead of schedule.
 - Communicate with group partners about your temporary leave. Get your part of the project completed ahead of time.
 - Try to take any open quizzes or exams ahead of time.

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● Other Considerations:

It is up to the individual faculty member as to how they facilitate their course. Your first step should be to contact the professor regarding your upcoming absences due to military leave. Be sure to let your Academic Advisor know that you will be missing classes as well. If you run into issues, contact the MAVE Center for assistance at mave-group@uri.edu. If you have been activated or are being deployed unexpectedly, contact the MAVE Center as soon as possible.

** If you are going to miss too much material from the class, you may consider submitting a [Leave of Absence](#) . You will need to meet with your Academic Advisor and have the form signed by the Dean in order to do so.

KNOW YOUR RIGHTS AS A URI STUDENTS.

**The URI University Manual states:

8.51.12 In accordance with 38 U.S.C. 3691A(a-c), students who may be absent from classes or examinations due to an unexpected United States Armed Forces (i.e., active duty, inactive duty, training, or state service) and / or National Guard duty assignments / period of service shall not: 1) receive a failing grade, 2) have their grade point average reduced, 3) have their absence characterized as unexcused, or 4) have a financial penalty assessed if withdrawal or leave of absence occurs from receiving orders for service. Further, if students take a leave of absence from a course(s), a grade of incomplete must be assigned and an opportunity to complete the course / term after the duty assignment / period of service must be provided.

Students who may be absent from classes or examinations for such aforementioned duty assignments /periods of service shall discuss any known attendance or scheduling conflicts with the appropriate instructor(s) at the beginning of the semester or as soon as they arise. For students with absences occurring for duty assignments / periods of service not expected to extend beyond the end of an academic term or not requesting leave of absence or withdrawal, the instructor(s) shall make one of the following options available:

- a. the same quiz, test, or examination to be administered either before or after the normally scheduled time;
- b. a comparable alternative quiz, test, or examination to be administered either before or after the scheduled time;
- c. an alternative weighting of the remaining evaluative components of the course which is mutually acceptable to the student and instructor(s). #23-24-14