



**Policy Title: Excused Absence for Required Short-Term Military Service**

**Policy Number:**

**Date Issued: August 12, 2024**

**Responsible Executive: Vice President and Provost**

**Date Last Revised: August 12, 2024**

**Responsible Office: Provost**

## **Excused Absence for Required Short-Term Military Service**

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### **Policy Statement**

Baylor University has established a policy that provides reasonable academic accommodations to students who are called to short-term required U.S. military service in order to assist them in meeting their academic requirements.

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### **Reason for the Policy**

The University recognizes the commitment and sacrifice of its students who are members of the U.S. Reserves or National Guard.

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### **Individuals/Entities Affected by this Policy**

Undergraduate and graduate students who are serving in the active U.S. Reserves or National Guard during a period where they are enrolled in at least one Baylor academic course.

Faculty and staff supporting students eligible for this benefit.

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### **Exclusions**

Students whose service is not short-term or who are not enrolled in at least one Baylor academic course during their military service.

Students who are not making successful progress in a course for reasons other than the short-term military service.

Students who, due to military service, withdraw from or have an "Incomplete" on a course, or who seek to return to Baylor following military service as those issues are addressed in different policies.

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## Related Documents and Forms

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### University Policies and Documents

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[Veteran/Reserve Policies and Benefits](#)

[Returning Student Reactivation](#)

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## Definitions

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These definitions apply to terms as they are used in this policy.

<b>Short-term or Active Duty for Training (ADT) orders</b>	Short-term military service includes the following annual training requirements for Active U.S. Reserve and National Guard members (Active Duty for Training (ADT) Orders): <ul style="list-style-type: none"><li>• Annual Training (AT): Two weeks a year annual service requirement for National Guard and Reserve members</li><li>• Unit Training Assembly (UTA): The one weekend a month annual service requirement for National Guard and Reserve members</li></ul>
<b>Reasonable and timely notification to professors</b>	Determination of “reasonable and timely” is generally considered to be at least thirty (30) days advance written notice. However, if a military unit fails to afford the student at least thirty (30) days advanced notice of military activation, “reasonable and timely” is satisfied if the student provides sufficient documentation proving this delay in notification from their unit, the student provides prompt notice in writing as soon as the student is notified of the required absence, and the faculty member is able to reasonably accommodate the request.

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## Contacts

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Subject	Contact	Telephone	Office email/web site
<b>Policy Questions</b>	Veteran Educational and Transition Services	254-710-7264	<a href="https://vets.web.baylor.edu">https://vets.web.baylor.edu</a>

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## Responsibilities

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<b>Students</b>	Students should inform their professors at the beginning of the semester of potential absences due to required short-term or ADT military service and provide updates as soon as possible if their schedule changes.
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## Principles

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Baylor supports students called to active duty (ADT) in the U.S. military and serving actively in the Reserves and National Guard. Baylor recognizes that such service may

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conflict with the time a student is to be in class and/or impede their ability to complete an assignment in a timely fashion. Baylor recognizes the time commitments include necessary travel time to and from the student's military duty location.

With advance required notice and coordination with faculty, students shall be excused from class attendance for short-term military absence.

Short absences due to service obligations may otherwise be reasonably accommodated during the semester/quarter, provided that satisfactory academic progress is being made by the student prior to interrupting their studies.

With advance required notice and coordination with faculty, students shall be provided equal time to complete an assignment or take an examination missed after they return from short-term military absence as what was afforded to other students who did not have this service obligation.

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## **Process**

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**Advance Notice:** Military students should inform their professors in writing (email is acceptable) at the beginning of the semester/quarter of any potential absences due to required short-term or ADT military service and provide updates of revised obligation dates in a reasonable and timely manner. Failure to inform professors in a reasonable and timely manner may forfeit the protections of this policy.

**Documentation:** Military students seeking excused absence, or a reasonable accommodation should provide their faculty member a copy of official military orders, email or letters from unit supervisors, or other written evidence of the mandatory short-term absence.

Faculty review the request and written documentation to determine the start and end dates of the military duty as that impacts class attendance and / or class assignments.

**Absence:** Faculty shall excuse short-term class absences of no more than two weeks during a semester/quarter if the student is otherwise making satisfactory progress. This provision does not apply for internships/externships or practicums.

**Course Requirements:** Students should generally not be expected to be able to complete any academic work while on required military service as often access to time and resources is limited to non-existent. Thus, faculty are encouraged to consider how to reasonably accommodate the student to accomplish the course requirements, to include class assignments and exams.

The military student should discuss with the faculty member options to complete work in advance (so long as equal access to course materials and advantages for all students

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are still available), make up missed work after return from military service, or other options available to mitigate the absence that are within reason to meet course requirements.

It is the responsibility of the student to request the opportunity to complete missed work and to complete coursework according to the terms mutually agreed upon between the instructor and the student.

After discussion with the faculty member, it may be possible that the only viable option is to withdraw from some or all courses. Additionally, for orders requiring absences lasting longer than two weeks, students may pursue a military withdrawal directly through the University Registrar's Office.

Appeal: If the military student is unable to make arrangements with the professor(s) to mitigate the absence, the student can follow the appeal process as outlined in the University's [Academic Appeals Policy and Procedure](#). If a resolution cannot be achieved with the instructor(s) and the appeal process fails, service members who provide the verified orders for the absence can have the course(s) administratively canceled and 100% of the tuition for the course(s) refunded.

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### **Additional Information**

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Faculty members who have questions about military orders or the necessity of a student being absent or unable to complete an assignment may contact Veteran Educational and Transitional Services for assistance.

Registration for those courses in which instructors accommodate the absence will remain intact, and tuition and mandatory fees will be assessed in full for those courses.

This Policy does not constitute or create an obligation, contractual or otherwise, on behalf of the University toward, or with, any individual or entity, including, without limitation, students, faculty, or staff.