About Academic Attendance and Military Service

Sinclair Community College is dedicated to the success of our military students. To best serve the students who serve our country, this policy provides guidance on how to handle military orders and class attendance.

Required Steps

To seek an exception to the attendance policy listed in the syllabus:

- Students must notify each instructor of absence
- Must show a copy of military orders and fill out the Military Attendance form with the Veteran Services office justifying a possible attendance exception
  - Veteran Services will send an official request with the Academic Attendance and Military Service policy along with the Military Attendance form to the instructor
- Orders need to be provided:
  - Beginning of the term if available
  - Within 48 business hours of receiving your orders
- Instructor and student must discuss attendance exception plans within one (1) business week from instructor notification from Veteran Services
- Instructor must return completed Military Attendance form to Veteran Services

Instructors determine if the length of absence is satisfactory to fulfill the learning outcomes assigned in the course, an Incomplete Grade or a Military Drop Appeal can be considered. For students who have clinical hours and if a drop is necessary, students will be added back into the next available program curriculum offering.

Required Paperwork

- Military Orders
- Current Class Schedule
- Instructor Contact Information (name and email)

Important

It is required that the instructor have a conversation with the student to develop a plan of action and to let the Veteran Services office know the outcome within one (1) business week of notification from the Veteran Services office. Failure to meet this deadline will result in Veteran Services following-up with the chair of the department.

Sinclair Veteran Services Contact Information

Dayton Campus, Building 11, Room 11342
Website: www.sinclair.edu/veterans
Phone: (937) 512-2586
Email: veterans@sinclair.edu
Fax: (937) 512-2199
STUDENT SECTION

Have you notified your instructor that you have military orders?  □ YES  □ NO

Name ____________________________________________

Tartan I.D.# ___________________________ Phone # _______________________

Sinclair Email ____________________________________________

<table>
<thead>
<tr>
<th>Class*</th>
<th>Dates of Missed Class(es)</th>
<th>Contact Information for Instructor</th>
</tr>
</thead>
</table>

*Complete one (1) form per class

REQUIRED PAPERWORK

□ Military Orders
□ Current Class Schedule

INSTRUCTOR SECTION

Have you had a conversation with the student about this action plan?  □ YES  □ NO

RECOMMENDATION

Select One:

□ Plan to make up the work has been agreed upon with the student (detailed below)
□ Incomplete Grade will be submitted for the student
□ Withdrawal from class/Military Drop Appeal recommended

ACTION PLAN AGREEMENT

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Instructor Signature ___________________________________________ Date __________

Student Signature _____________________________________________ Date __________

Return this form and Action Plan Agreement to Veteran Services.

VETERAN OFFICE ONLY

Orders on file?  □ Yes  □ No

□ Notified Instructor __________________________________________ (initials/date)

□ Instructor Response Received: ______________________________________ (initials/date)