

# Student Absence Due to Military Service

Northern Kentucky University considers absences in response to military obligations as excused absences to all military students from all countries. This form should be used if you are an active duty, reserve, National Guard, or ROTC student, and find it necessary to withdraw from any or all classes. Option A provides an Active Duty Absence Option and Option B provides a Short-Term Absence Option.

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Student ID: \_\_\_\_\_ OR Date of Birth: \_\_\_\_\_

## Option A

This option applies to students whose Active military duty report date occurs during a term in which the student is enrolled, and the length of the orders will prevent the student from completing the session or semester.

- Orders require student to report during the first 12 weeks of the semester, or equivalent period during a shorter academic session.  
Complete withdrawal with a full refund for the semester or session.
- Orders require student to report during the 13th or 14th week of the semester, or equivalent period during a shorter academic session.
  - Complete withdrawal, receiving a grade of a W in each course, with a full refund for the semester or session.
  - Receive the grade earned to date for each course.
- Orders require student to report during the 15th or 16th week of the semester, or equivalent period during a shorter academic session.  
Receive the grade earned to date for each course.

## Option B

This option applies to absences that exceed the attendance policy for the course(s) or last up to two weeks during the fall and spring semesters. The Short-Term Military Absence policy applies to an equivalent time period in reduced semesters (e.g., 8-week terms and summer terms).

- Complete withdrawal in each course, receiving a 100% refund.
- Continue enrollment in some coursework, while withdrawing from the courses listed below, receiving a 100% refund for the withdrawn courses. Student will work with the instructors of the remaining courses to establish expectations and deadlines for making up any missed work and completing the remaining courses.

Withdraw, with a W, from the following courses:  
(Include course prefix, course number and section, i.e. MAT 212, 001)

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

**Copy of official military documentation (paper, electronic orders, unit memorandum) must accompany this form**

## Student Absence Due to Military Service

By submitting this form, I understand that my enrollment will be adjusted based on my selection above. Any questions I had prior to submitting this form have been answered by a representative of the Registrar's Office/Veterans Resource Station.

I fully understand how my selection will impact my academic record and financial aid. I have included a copy of my official military documentation with the submission of this form.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Instructor Signature acknowledges student withdrawal)

\_\_\_\_\_  
(Date)

\*Instructor's reference: Use of this form is only required when a complete or partial withdrawal occurs. Accommodations may include assisting the student in arranging a note-taker for the course, and/or allowing access to lecture notes online for missed lectures, pushing back due dates for all graded work to allow the student a reasonable amount of time to complete assignments, quizzes and tests, allowing an incomplete grade with deadlines and expectations for completing the course, or allowing online access so that the student may intermittently work on the class while on active duty (if possible). Any accommodation that does not result in withdrawal must be separately acknowledged by agreement and signature of instructor and student.