

510.2 – Students Called to Military Service

Purpose:

Bismarck State College's academic community includes veterans, reservists, and active-duty military personnel. By virtue of their service status, these students may be called upon during an academic term to complete training, deploy, or engage in some other form of service that precludes active participation in their classes. Protections and procedures are in place to ensure that these circumstances are minimally disruptive to these students' education and do not adversely affect their academic standing.

Protections for students called to active-duty service for a period of time greater than 14 days are outlined in *SBHE Policy 510 – Rights of Students Called to Active Military Service*.

This procedure follows BSC's Memorandum of Understanding with the Department of Defense.

The BSC Military Affairs office is in place to function as an advocate for students serving in the military. Students called to service should maintain constant contact with the Military Affairs office throughout the process to ensure their rights are protected and all appropriate accommodations are made.

Procedure:

Short Absences

1. For a typical 16-week course, a short absence is defined as a period of time less than or equal to 14 days. For shorter block-style classes, the length of time for a "short absence" will scale with the length of the class rounded up (i.e., 7 days for an 8-week course, 4 days for a 4-week course).
2. Students should inform the BSC Military Affairs office, as well as their instructors, as soon as reasonably possible of a military deployment or other call to service that will disrupt their ability to participate in class.
 - a. Students should be prepared to provide any documentation they have available proving their inability to participate in class to the Military Affairs office.
 - b. The Military Affairs office will confirm to faculty members, upon request by the faculty member, that the deployment has been verified with their office.
3. Faculty members are expected to make every reasonable accommodation to the service member during the period of their unavailability. This includes, but is not limited to:



excusing absences, allowing for making up missed quizzes and other assignments and providing alternate assignments where necessary.

- a. If it is impossible to make-up coursework missed due to military service when it is still possible to meet all pertinent program requirements and adequately assess the student's attainment of knowledge and proficiencies that coursework should be waved.
- b. Some coursework will be unable to be either waived or made up due to reasons beyond the faculties member's control (i.e., clinicals, internships). In these instances, the procedure for long-term absences should be applied.

Long Absences

1. In the extent of a prolonged absence of greater than 14 days during a standard 16-week course (prorated for shorter classes per the standard outlined in subsection 1.a), students have the right to exercise the following options:
 - a. Students may withdraw from any or all affected courses, even if the final date to withdraw from the class has already passed. When possible, students should withdraw as outlined in the *Course Drop, Withdraw to Zero Credits, Drop/Withdraw Appeals* policy.
 - i. If the student is unable to access campus connection, they may request that their instructor administratively withdraw them from the class.
 - ii. Students should inform the Military Affairs office and the Student Finances office of their intention to withdraw due to military service to ensure appropriate refunds are applied. Faculty members initiating a withdraw should likewise inform the Military Affairs and Student Finance offices if they initiate and administrative withdrawal due to military service.
 - b. The student may request an incomplete per *Student Policy – Incomplete Course*.
 - i. Faculty may verify the students' unavailability with the Military Affairs office to satisfy that appropriate documentation of military service has been received per this policy.
 - ii. If the student is unable to request the incomplete prior to completion of the course and a final grade having been entered, the student shall be afforded the opportunity to make-up coursework as though they had received an incomplete for the course. Upon completion of the course, a grade change will be requested by the faculty member per *Student Policy - Final Grade Change*.



- c. Students may request that the faculty member teaching the course assess if they have completed sufficient work and demonstrated sufficient progress toward meeting course requirements to justify the award of credit and grade.
 - i. Faculty members will not award credits for grades for courses where the student is unable to complete science labs, internships, or other classes for which attendance or in-person participation is an essential part of the course.
 - ii. Faculty members shall, to the maximum extent they deem reasonable, work with students to make up coursework, including essential labs, internships, and classes to reach the point where a credit and a grade can be justified. If accommodations cannot be completed prior to grades being due for the class, then the student should request to be placed on incomplete for the course.

References:

SBHE Policy 510 Rights of Students Called to Active Military Service

History of This Procedure:

First procedure: May 19th, 2022.

Approved by Daniel Leingang on May 19th, 2022.