

SHORT TERM ABSENCE DUE TO MILITARY COMMITMENT INFORMATION

California State University, San Bernardino (CSUSB) supports students called to active duty in the U.S. Military. The policies and procedures described in this document apply to CSUSB students who are U.S. Military service members that are voluntarily or involuntarily called to active duty including service in the National Guard or Reserves. Short term absence due to military commitment pertains to those who will miss classes for their military service or necessitates withdrawal for a period not to exceed 2 consecutive quarters (excluding summer).

For absences within the quarter that do not result in a withdrawal from the quarter:

Military service members who will miss classes for short-term military service or for training exercises are encouraged to contact their instructors as soon as they become aware of the need for the absence.

- Faculty members may request a copy of orders, letter from a commanding officer, etc.
- Faculty members are encouraged to make academic accommodations or opportunities for students to complete course assignments and/or exams when possible.

For absences that result in withdrawal from a quarter and/or no enrollment for up to 2 consecutive quarters (excluding summer):

Military service members who were absent from CSUSB for service in the Armed Forces are eligible to return to CSUSB based on the following provisions:

- Absence is due to active service in the Armed Forces, including the National Guard or Reserves, for more than 30 days.
 - Students will be asked to submit the SHORT TERM ABSENCE DUE TO MILITARY COMMITMENT FORM (add link) to the Veterans Success Center and documentation that the absence is due to service in the Armed Forces.
 - Examples of such documentation include a copy of orders, letter from a commanding officer
OR
 - Students who do not submit the form and documentation prior to service may provide documentation at the time of return.*
- Students will maintain their program, enrollment and academic status.
- As provided for in the California Education Code 66023, CSUSB will refund fees paid by the student for the term in which he or she was called to active military service.
- Based on federal regulations, institutions have the discretion to determine whether a student is prepared to return to his or her program with the same academic status at the point where the student left off, or will not be able to complete the program. CSUSB will make reasonable efforts at no extra cost to the student to help the student become prepared or to enable the student to complete the program with additional assistance such as providing refresher courses at no extra cost to the student and allowing the student to retake a pretest at no extra cost to the student.

* Students who are unable to provide documentation due to military necessity (for example, because of a classified mission, operation or exercise) may sign a statement attesting that the absence was due to military service.

Checklist for Short Term Military Absence Resulting in a Withdrawal (Up to 2 Quarters)
 Follow these steps as applicable for a successful short term separation from CSUSB

<input type="checkbox"/>	Complete Short Term Absence Due to Military Commitment Form	Complete a Short Term Absence Due to Military Commitment Form and submit it to the Veterans Success Center along with documentation that the absence is due to service in the U.S. Military.
<input type="checkbox"/>	Notify Veterans Success Advisor Jaime Espinoza, Veterans Success Center (909) 537-7196 / 5195 jespinoza@csusb.edu	Notify the Veterans Success Advisor at the CSUSB Veterans Success Center to receive guidance and initiate the process.
<input type="checkbox"/>	Notify School Certifying Official Melissa McQuead University Hall, Room 158 (909) 537-5213	Notify the School Certifying Official as soon as you find out you will be taking a leave of absence and discuss any necessary procedures.
<input type="checkbox"/>	Office of Financial Aid & Scholarships Roberta Encinias, University Hall, Room 154 (909) 537-3422 / 7024	Discuss your financial aid situation and any necessary procedures.
<input type="checkbox"/>	Tuition Assistance Yolanda Gamble Office of Student Accounts (909) 537-5156 / 7607	Notify the Office of Student Accounts as soon as you find out you will be taking a leave of absence and discuss any necessary procedures.
<input type="checkbox"/>	Office of Housing & Residential Life (909) 537-4155	If you live on campus, report to the main office, complete paperwork and discuss proper checkout procedures.
	OFFICE OF THE COLLEGE OF MAJOR	If you are withdrawing after census date you will need to report to the Office of the College for your major to complete a petition to withdraw after census date. If you are an undeclared student report to the Office of Academic Services or a graduate student report to the Office of Graduate Studies.
<input type="checkbox"/>	Notify Professors Contact your professors, provide orders / letter from CO, etc.	Notify your professors, as early as possible, that you will be missing a portion of the quarter due to military commitment. Provide requested documentation as stated on previous page.

5500 University Parkway
Coyote Bookstore, Lower Level, Room 006A
San Bernardino, CA 92407
Phone: (909)537-5195
Email: VSC@csusb.edu

Short Term Absence Due to Military Commitment Form

Submit this form to the Veterans Success Advisor

Name _____
(Last) (First) (MI)

Student ID _____ Date of Birth _____ Phone Number _____

Preferred email _____ Coyote email: _____

I will miss classes: Fall Quarter _____ Winter Quarter _____
 Spring Quarter _____ Summer Quarter _____

I am withdrawing for the following quarter: Fall Quarter _____ Winter Quarter _____
 Spring Quarter _____ Summer Quarter _____

Academic Level: Undergraduate Graduate Doctoral Student Open University

Did you attend any classes for the quarter from which you are withdrawing? Yes No
If yes, what was your last date of attendance? ____/____/____

Please indicate expected dates of absence:
 Military Commitment: Expected Date Range _____

Printed Name _____

Signature _____ Date _____

**Veterans Success Center
Use Only**

Date Received _____	Date Entered in Grades First _____
Checklist Provided _____	Documentation Received _____
Student Return Date _____	Total Day Absent _____