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 |

1. **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.

2. **Notify Veterans Success Advisor**  
   Notify the Veterans Success Advisor at the CSUSB Veterans Success Center to receive guidance and initiate the process.
   - Jaime Espinoza, Veterans Success Center  
     - (909) 537-7196 / 5195  
     - jespinoza@csusb.edu

3. **Notify School Certifying Official**  
   Notify the School Certifying Official as soon as you find out you will be taking a leave of absence and discuss any necessary procedures.
   - Melissa McQuead, University Hall, Room 158  
     - (909) 537-5213

4. **Office of Financial Aid & Scholarships**  
   Discuss your financial aid situation and any necessary procedures.
   - Roberta Encinias, University Hall, Room 154  
     - (909) 537-3422 / 7024

5. **Tuition Assistance**  
   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.
   - Yolanda Gamble, Office of Student Accounts  
     - (909) 537-5156 / 7607

6. **Office of Housing & Residential Life**  
   If you live on campus, report to the main office, complete paperwork and discuss proper checkout procedures.
   - (909) 537-4155

7. **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.

8. **Notify Professors**  
   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.
   - Contact your professors, provide orders / letter from CO, etc.
## Short Term Absence Due to Military Commitment Form
Submit this form to the Veterans Success Advisor

<table>
<thead>
<tr>
<th>Name</th>
<th>(Last)</th>
<th>(First)</th>
<th>(MI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
<td></td>
<td>Phone Number</td>
</tr>
<tr>
<td>Preferred email</td>
<td></td>
<td></td>
<td>Coyote email:</td>
</tr>
</tbody>
</table>

**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  ____________________

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### Veterans Success Center
Use Only

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Date Entered in Grades First</th>
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<tbody>
<tr>
<td>Checklist Provided</td>
<td>Documentation Received</td>
</tr>
<tr>
<td>Student Return Date</td>
<td>Total Day Absent</td>
</tr>
</tbody>
</table>