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 MFEC justifying a possible attendance exception
  - MFEC 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 MFEC
- Instructor must return completed Military Attendance form to MFEC

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
- Must be Registered for Current Term
- 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 MFEC office know the outcome within one (1) business week of notification from the MFEC. Failure to meet this deadline will result in MFEC following-up with the chair of the department.

CONTACT INFORMATION

SINCLAIR MFEC SERVICES
Dayton Campus, Building 11, Room 11342
www.sinclair.edu/mfec • mfec@sinclair.edu • PH (937) 512-2586 • FX (937) 512-2199
MILITARY ATTENDANCE FORM

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>
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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 MFEC

MFEC ONLY

Orders on file? ☐ Yes ☐ No

☐ Notified Instructor ___________________________ (initials/date)

☐ Instructor Response Received ___________________________ (initials/date)