

**TITLE: Military Services
Leave Policy**

POLICY NO: R-22

EFFECTIVE DATE: 8-27-2023

REVISION DATE: 5-5-23, 8-7-23

Purpose:

The purpose of this policy is to allow military service members in any branch or category time off clinic to fulfill duties required by the military.

Policy:

Students enrolled with the military in any branch or category are allowed up to 10 excused clinical education days per academic year or 80 hours. An academic year is from July 1st to June 30th the following year. These excused days are used to fulfill military commitments during their enrollment in the program. Students that miss additional time (>10 days or >80 hours) due to military service commitments will be required to utilize personal time and complete make up time if necessary.

The student will contact the clinical coordinators, clinical preceptor(s), and the University Coordinator for the Office of Military and Veteran Services to notify them of the training requirement. If orders are not available, a Commander's Memorandum will suffice until official orders are furnished. However, official orders must be presented when the student returns. Students are not required to call in every morning of missed clinical course days, when official orders (or Commander's Memorandum orders not available) have been provided in advance.

Students are responsible for all didactic and clinical course materials and requirements presented during their absences related to military service. Students that are not progressing toward successful completion of course requirements will need to meet with program officials and a corrective plan of action will be created. This plan of action can include and is not limited to: additional assignments, making up a portion of all of the missed hours or completing additional clinical hours.

Students must provide appropriate military documentation, otherwise they are required to attend clinic as scheduled.

This policy follows R-13 and R-24, Notification for Improvement and Violation policies.