



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1454**

**ACCOMMODATIONS OF MILITARY STUDENTS' SERVICE OBLIGATIONS
(Less than 30 Days)**

1. PURPOSE

Students serving in the U.S. Armed Forces that are called to fulfill military service obligations of less than 30 days and who are currently enrolled in courses should be given every opportunity to successfully complete coursework. Alternate exam dates, assignment dates, and an opportunity to complete outstanding work is required. Military service is considered an excused absence and students may not be penalized for missing class, assignments, or exams, while fulfilling military service obligations.

The University recognizes that professional guidelines, ethics, and requirements could mean that even a short absence would leave a student at a significant disadvantage in some programs, courses, labs, or projects.

2. The University short-term Military Service Obligations Policy (Less than 30 days) includes the following:

2.1. Regarding timelines and procedures for completing work missed at different points in the semester.

- 2.1.1. The student will be allowed to work with the Department Chair and/or Associate Dean to complete any outstanding coursework in cases in which the instructor of record cannot do so (For example, an adjunct, retiree, or faculty member out on leave, is no longer available)
- 2.1.2. A student will be allowed to receive an Incomplete Authorized "I" grade. An Incomplete Contract must be created by the instructor of record and accepted by the student. They shall have a minimum of four weeks after returning to the institution to complete the course requirements. Additional, time may be granted if alternative arrangements are made with the faculty member and provided that the alternative arrangements are consistent with the requirements of Section 824 of the Military and Veterans code. ([California Education Code § 99130](#)).
- 2.1.3. A reasonable extension will be granted to a student for any outstanding or incomplete coursework. Course work submitted by the revised deadline shall not incur a reduced grade penalty.
- 2.1.4. Independent study options will be made available to complete coursework, creating alternative assignments, and offering online opportunities to participate in class.



- 2.2 If required to complete coursework, a student will be given access to specific and secure facilities or provided reasonable alternatives.
- 2.3 If required to complete internship requirements, a student will be provided with specific instructions and reasonable alternatives.
- 2.4 If at least 75 percent of the academic term has been completed, the student may request that the faculty member assign a grade for the course based on the work the student has completed. The faculty member shall make the final decision as to whether to grant the student's request. ([California Education Code § 99130](#)).
- 2.5 Students may choose to withdraw from the institution, retroactively to the beginning of the academic term, with a full refund of tuition and fees. ([California Education Code § 99130](#) and [Section 824 of the Military and Veterans Code](#))
- 2.6 If a student is called to service more than once or for a significant period of the semester, the department will indicate if it is feasible for the student to complete the courses. Departments may indicate that some courses must be completed in person for valid reasons, such as accreditation requirements, licensure requirements, supervisory requirements, and so forth. In such cases, a student will be given the option of withdrawal with a WX instead of Incomplete ("I") or Withdrawal Unauthorized ("WU").
- 2.7 Students will be made aware of any potential repercussions of withdrawal or grades of Incomplete in regards to financial aid and VA Educational Benefits. (For example, Satisfactory Academic Progress (SAP) Standards for Financial Aid Applicants – withdrawing from a course, including receiving a WX, or receiving a grade of Incomplete may have a negative impact on the student's SAP status and financial aid eligibility). An impacted student should be directed to contact Cal Poly Pomona's Veterans Resource Center to determine how recommendations may impact a student's financial aid eligibility, and/or VA educational benefits. This will ensure that a student's circumstances are well assessed before any recommendation is communicated to the student.
- 2.8 A student should contact the Veterans Resource Center for assistance in navigating the military leave of absence process.
- 2.9 This policy is effective starting Fall 2021.