



FHSU Military Student Absence Checklist

This checklist is for students who are serving on Active-Duty or in the Reserves or Guard and have military training requirements throughout the semester.

Use this to prepare and coordinate with faculty **prior** to the training, Annual Tour, or drill weekend.

Understand your training requirements.

Think about:

- How long will you be gone?
- Will you have time to study?
- Will you have internet access?

Check your syllabus.

Think about:

- Will you miss class or assignments?
- Will you miss any exams or quizzes?
- Are there group assignments where you need to coordinate your efforts?

Work ahead if possible.

Think about:

- Work on assignments ahead of time.
- Coordinate with your group partners and get your part of the project caught up.
- Try to take any open quizzes or exams ahead of time.

Notify your instructor as soon as possible.

Let your instructor know with plenty of advance notice if you will be gone. This can provide more flexibility when discussing a plan with them.

Discuss:

- Internet capabilities during the training.
- Assignments and requirements that might be affected.
- Options for flexibility within the course and due dates.
- Any other material that might be missed.

Other considerations.

It is up to each instructor how they facilitate their course. Your first step should be to contact your instructor regarding absences due to military training or drill. If you are going to be gone for a significant amount of time then you may want to consider a course drop or withdrawal. You should also contact the Military-Connected Student Services office at 785-628-4184 or military@fhsu.edu if you have additional questions.

If you have been activated or are being deployed unexpectedly, please contact the Military-Connected Student Services office as soon as possible as your options may be different.