

## CLASS ABSENCE FOR ROTC STUDENTS

### **Rationale:**

Seattle University is home of The MG Patrick H. Brady Battalion Army ROTC program, which was established in 1951. We wish to recognize the role that these Cadets (students) have outside the classroom in making distinctive contributions to their development as future officers of the U.S. Army. The purpose of this policy is to set forth principles and procedures that support students' academic success, facilitate their participation in Army ROTC events, reduce scheduling conflicts, provide a framework for negotiating those conflicts that remain unavoidable, and ensure both the integrity of the academic process and the equitable treatment of our students.

### **Principles:**

1. At Seattle University, our Cadets are held to the same standard of academic excellence expected of all students.
2. The Department of Military Science will take every measure to minimize the number of classes Cadets must miss due to Army ROTC competitions and events by taking the academic calendar into account when scheduling ROTC competitions, trainings, and battalion meetings.
3. Faculty members should not penalize Cadets for missing classes due to conflicts with scheduled trainings, events, or related travel.
4. Certain course activities are necessary to meet course and/or program requirements. Cadets should make every effort to minimize conflicts with such academic activities, e.g. clinicals, labs, and field trips.
5. Authorized absences for scheduled events and related travel do not relieve Cadets of their class responsibilities, including any course material covered during a missed class.
6. Where there are schedule conflicts, absences, or other issues, Cadets, faculty, and the Department of Military Science Cadre should work in concert for the most optimal solution. This protects the integrity of the academic process while enabling, when possible, the student to participate in university-sanctioned ROTC events.

### **Procedures:**

#### *Prior to Term*

1. The Professor of Military Science is available to meet with each college and/or department, as-needed, in order to best collaborate to support Cadets' academic success.
2. The Professor of Military Science will review a 90% complete proposed travel schedule for the battalion 6 months in advance of the upcoming academic year. The draft will include the time and date of the event, the destination, departure time, travel time, and return time. Cadets will make an effort to schedule classes that limit the amount of class missed due to scheduled events and associated travel. They should always consult with

their academic advisors for help in developing their schedules.

3. Faculty should indicate on the course syllabus, available to students on the first day of class, the dates of all major exams, due dates for paper or project submissions, and dates of field trips and other mandatory class-related activities. This does not preclude faculty changing the syllabus as-needed during the quarter.
4. No battalion event may be scheduled during mandatory Orientation sessions, e.g., summer orientation, school orientations.

*Start of Term* (before add/drop)

1. Cadets will receive class absence notification memorandums from the Professor of Military Science. They should hand-deliver these letters to faculty members, preferably on the first day of the quarter (at a minimum, before the end of add/drop period) for notification and arrangements.
2. Cadets are responsible to review the syllabus, note potential conflicts, and initiate resolution with their professors in the event of missed quizzes, exams and assignments. These arrangements do not relieve Cadets from submitting all assignments on time without faculty approval.
3. In case of conflicts, the faculty member will approve a reasonable resolution. These should neither penalize the Cadets nor unfairly advantage or disadvantage him/her relative to other students. In the case of missed quizzes or exams, a faculty member may choose to have the quiz or exam administered and proctored through the Department of Military Science.
4. Faculty should take into consideration the schedules of Cadets when scheduling graded activities that are in addition to those already listed on the syllabus.
5. If, in the judgment of a faculty member at the beginning of the quarter, the number of *projected missed classes* would jeopardize the Cadet's successful completion of a course, the faculty member may recommend that the Cadet enroll in another course where fewer scheduling conflicts would occur. The faculty member and the student will make a sincere effort to resolve conflicts concerning coursework and class expectations. This is especially the case if this course is a graduation requirement.
6. If a Cadet must select another course, he/she may ask for assistance from the Professor of Military Science or his/her Academic Advisor in order to find a course that will incur fewer conflicts.
7. In the event that there is a conflict between missed class dates and core academic activities which cannot be avoided or resolved, the Cadet shall immediately contact the Professor of Military Science, their Academic Advisor, and/or the appropriate Department of Military Science Cadre member.

*Throughout the academic year*

1. Cadets who have reason to question the equitable implementation of this policy should bring this matter to the attention of the Professor of Military Science.
2. In the event that a Cadet misses class due to an extended illness, injury or emergency, the Department of Military Science will notify faculty members of these circumstances and the likelihood of additional class absences; however, the Cadet is responsible for following up with each professor to arrange for completing make-up work.
3. Faculty members should not excuse a Cadet without a memorandum signed by the Professor of Military Science.

Questions about the application of this policy may be directed to the Professor of Military Science.