



Kern Community College District
2100 Chester Ave.
Bakersfield, CA 93301
(661) 336-5100

Military Absence Request Form

Note: All requests must be made in consultation with a veteran educational advisor or counselor to ensure appropriate support and coordination.

Student Information:

Student Name:		Student ID:	
Home College:	☐ Bakersfield ☐ Cerro Coso ☐ Porterville	Phone Number:	
Student Email			

Type of Military Absence

☐ Short-Term (less than 30 days)

☐ Long-Term (more than 30 days)

Anticipated Dates of Military Absence: From ____ / ____ / ____ to ____ / ____ / ____

Documentation (required): ☐ Attached military orders/supporting documents

Short-Term Absence Accommodations (if applicable)

Students absent fewer than 30 days who intend to continue enrollment may be eligible for reasonable accommodations arranged with your instructor and in consultant with your veteran educational advisor:

- Rescheduled exams/quizzes
- Alternative assignments
- Online participation options
- Alternative dates/times for presentations
- Independent study opportunities

☐ I plan to remain enrolled and will coordinate with instructors for accommodations.

In the event your military service extends beyond 30 days, your absence will then be considered long-term and will be processed according to the option you select below.

Options for Student Action – Long Term Military Absence (choose one)

☐ Withdrawal from all courses retroactive to the beginning of the academic term with a full refund of tuition and fees.

☐ Grade Assignment (*if 75% or more of the term has been completed*):

I request that my instructor assign a grade based on the work completed. I understand the instructor has the final decision.

☐ Incomplete (I) Grade:

I request an "I" grade for my courses. I understand I will have a minimum of 4 weeks after my return to complete requirements. Additional time may be arranged with the instructor if consistent with California Education Code §99130 and Military & Veterans Code Section 824.

Instructor Communication

Faculty will be notified of the request; however, final determination regarding grades or incomplete status is at the discretion of the instructor.

Student Acknowledgment

I certify the above information is accurate. I understand that final approval of withdrawal, grade, or incomplete requests is at the discretion of the instructor.

Student Signature: _____ Date: _____

Privacy Notice

Military documentation submitted will be used only to process this request and will not be shared beyond what is necessary for approval.

Office Use Only

Documentation Verified: ☐ Yes ☐ No	Action Approved: ☐ Withdrawal ☐ Grade Assigned ☐ Incomplete ☐ Short-Term Accommodations
Authorized By:	Date:

Note: Relief must be requested not later than one year after the student's release from military service activation (California Military & Veterans Code § 824)