



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

Student Information:

Form with fields for Student Name, Student ID, Home College (Bakersfield, Cerro Coso, Porterville), Phone Number, College Issued Student Email, and Course Title & CRN*.

* Please complete one request form per course.

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 consultation 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 either by Veterans' Resource Center staff or Admissions & Records staff; however, final determination regarding grades or incomplete status is at the discretion of the instructor.

Instructor Determination *(to be completed by instructor)*

Approve Deny Request for grade assignment *(if 75% or more of the term has been completed)*

Approve Deny Request for Incomplete

Alternative action (please specify): _____

Instructor Comments (optional):

Instructor Name: _____

Date: _____

Student Acknowledgment

I certify that 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.

VRC and/or A&R Office Use Only

Documentation Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No	Action Approved: <input type="checkbox"/> Withdrawal <input type="checkbox"/> Grade Assigned <input type="checkbox"/> Incomplete <input type="checkbox"/> Short-Term Accommodations
Authorized By:	Date: