



OHSU Policy Manual

Policy Number: 02-70-055

Policy Title: EXCUSED ABSENCE FOR ACTIVE DUTY SERVICE, RELATED MEDICAL TREATMENT, OR FIREFIGHTING ACTIVITIES

Effective Date: April 13, 2021

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1. Generally

OHSU shall grant an Excused Military Absence to all students who are a Member of the Military, a member of the commissions corps of the National Oceanic and Atmospheric Administration, or a member of the Public Health Service of the United States Department of Health and Human Services detailed by proper authority for duty with the Army or Navy of the United States, and who are ordered to federal or state active duty. In addition, OHSU shall grant an Excused Absence for Firefighting Activities when the governor declares a state of emergency and students are called upon to assist with firefighting activities. Students seeking an Excused Military Absence or an Excused Absence for Firefighting Activities must notify OHSU per the requirements established in OHSU Policy 02-70-030, Voluntary Leave of Absence, Excused Absence, and Withdrawal.

2. Definitions

For the purposes of this policy, the following definitions shall apply:

- A. **Member of the Military.** A person who is a member of the Oregon National Guard or the National Guard of any other state or territory; or the active duty reserves of the Army, Navy, Air Force, Marine Corps, Coast Guard or Space Force of the United States.
- B. **Excused Military Absence.** A type of leave of absence initiated by the student and occurs when they have been ordered to federal or state active duty service as a Member of the Military, a member of the commissioned corps of the National Oceanic and Atmospheric Administration, or a member of the Public Health Service of the United States Department of Health and Human Services. An Excused Military Absence of 30 consecutive days or fewer shall be granted for short term active duty service or receiving medical treatment for an injury sustained on active duty.
- C. **Excused Absence for Firefighting Activities.** A type of leave of absence initiated by the student that occurs after the governor declares a state of emergency, and when they are called on to assist with firefighting activities.

3. **Excused Military Absence of 30 or Fewer Days for Active Duty Service, Related Medical Treatment, or Excused Absence for Firefighting Activities**

If a student is ordered to active duty or firefighting activities for 30 or fewer consecutive days and misses a course session, assignment, examination or other course work due to serving on active duty or receiving medical treatment for an injury sustained on active duty:

- A. The student may complete any missed course assignment, exam or other course work after the student has returned from active duty or medical treatment and has been provided a reasonable amount of time to complete the assignment or other course work or prepare for and take the exam; or
- B. The faculty of record may award a letter grade or grade of pass without requiring the student to complete the missed assignment, exam or other course work if the faculty of record determines the student has completed sufficient work and demonstrated sufficient progress toward meeting course requirements to justify the student's grade without completion of the missed assignment, exam or other course work.
- C. The student's grade may not be adversely impacted due to the late completion of an assignment, exam or other course work if the assignment, exam or other course work is completed in accordance with OHSU Policy 02-70-015, Timely Release of Grades.
- D. Instructional time the student misses due to active duty service, medical treatment, or firefighting activities shall be counted as an Excused Military Absence or Excused Absence for Firefighting Activities and may not adversely impact the student's grade for the course or rank in the student's class.

4. **Excused Military Absence or Excused Absence for Firefighting Activities of 30 days or More**

A student ordered to active duty service or called upon for firefighting activities for more than 30 consecutive days has the following rights:

- A. With regard to a course in which the student is enrolled and for which the student has paid tuition and fees the student may:
 - 1) Withdraw from the course or term enrollment. If the student withdraws from a course or term enrollment, OHSU may not give the student academic credit for the course(s) from which the student withdraws. OHSU may not award a failing grade, incomplete grade, alter the GPA or document a negative annotation on the student record; or

- 2) Receive a grade of Incomplete and upon release from active duty and reenrollment at OHSU, the student must complete the required coursework in accordance with the requirements of OHSU Policy 02-70-015, Timely Release of Grades; or
 - 3) Continue and complete courses for full credit, if applicable. Instructional time the student misses due to active duty services shall be counted as an Excused Military Absence or Excused Absence for Firefighting Activities and may not adversely impact the student's grade for the course or rank in the student's class. The student may not be automatically excused by the faculty of record from completing coursework during the period the student serves on active duty. A letter grade or a grade of pass may be awarded only if, in the opinion of the faculty of record, the student completes sufficient coursework and demonstrates sufficient progress towards meeting course requirements to justify the grade.
- B. Students ordered to active duty or called upon for firefighting activities may request to receive a credit for the amount of tuition and fees paid by the student for a course from which the student withdraws. The credit is prorated based on the number of weeks remaining in the term or course when the student withdraws and shall be applied to the student account as a credit toward tuition and fees.
 - C. Students who have been awarded scholarships or grants by OHSU before being ordered to active duty or called upon for firefighting activities shall continue to receive the scholarship or grant upon reenrollment in the academic program. Students receiving outside scholarships and grants must verify continued funding support with the awarding entity or training grant.
 - D. If a student elects to withdraw from OHSU, the student has the right to be readmitted and reenroll at OHSU within one year after release from active duty or firefighting activities without a requirement of redetermination of admissions eligibility.
5. **Procedures**
The Office of the Provost and Office of the Registrar are responsible for developing and maintaining procedures pursuant to this policy.

Related Regulations: ORS 352.296 Credit for room, board, tuition and fees for student ordered to Active Duty; standards.

Related Policies or Procedures: [Policy 02-70-030, Voluntary Leave of Absence, Excused Absence, and Withdrawal](#); [Policy 02-70-015, Timely Release of Grades](#)

Related Forms: Withdrawal, Excused Military Absence, or Leave of Absence Form

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