

**Goldfarb School of Nursing (GSON) at Barnes-Jewish College
Student Experience and Development Policies/Procedures**

TITLE: Intermittent Military Duty Policy – GSON Students

SUBMITTED/REVIEWED BY: Edward Gricius, MS
Associate Dean of Student Experience and Development

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Policy Statement

Goldfarb School of Nursing at Barnes-Jewish College supports our students who serve in the National Guard, Reserves, or inactive reserve components of the military. The College seeks to reasonably accommodate absences due to a required military reserve obligation when a student misses a class, examination, lab simulation or clinical assignment due to a required intermittent military duty.

Procedure

- A. Students requesting an excused absence due to a required intermittent military duty must meet with their course leader and submit written notification during the first week of the term.
- B. The student must complete the “*Request for Intermittent Military Duty*” form and obtain the signatures of the faculty member of each course or activity impacted by the absence.
- C. Students who miss class for required intermittent military duty may be granted the opportunity to make up work missed. It is the student’s responsibility to make arrangements with their course leader(s) to fulfill their obligations.
- D. In the event the absence falls on a simulation or clinical day, it is especially important the student adheres to the recommendations of the instructor. Certain policies may apply to clinical absences, and these will be clearly stated to the student who must miss a clinical experience.
- E. If there are questions or details that must be clarified related to the absence that cannot be resolved with the course leader(s), the matter should be referred to the Director of the respective program for resolution. Additional consultation may be sought with the Associate Dean of Student Experience and Development.
- F. The College will require documentation of a student’s reserve military obligations which should be signed by the appropriate military officer.

Request for Intermittent Military Duty Student Absence Form

Students requesting an excused absence from class/clinical/simulation lab for intermittent military duty must complete this form and request to be excused from class/clinical/simulation lab in advance of the date requested (as stated in the policy). Please note that a form must be obtained and signed from each class/clinical/simulation lab in which the student will be absent. Once complete, the student must present the completed form to their Academic and Student Support Advisor for filing in the student's records.

Today's Date: _____

Student Name: _____

Requested Date(s) of Absence: _____

Reason for request: _____

Course Leader Sign Off

By signing below, both the course leader and student are confirming that expectations for making up missed work have been clearly communicated and documented.

Class/Clinical/Simulation Lab: _____

Course Leader(s): _____

Date: _____

Course Leader signature: _____

Student signature: _____ Date: _____

Specific Instructions/Comments
