



# EXTENDED CAMPUS

*The* UNIVERSITY of OKLAHOMA

## Military Student Extensions and Exceptions Policy

To better serve our military student population during a time when we have had more military members deployed over a longer period than we have ever had in the past.

A March 8, 2019, Memorandum from the University of Oklahoma Senior Vice President and Provost states:

*It is possible that students who are on active duty in the United States military, or who are in the Reserves or National Guard, may be called to active service on short notice. I ask that all members of the faculty of the University be sensitive to the special needs of these students and be prepared to assist them in the disposition of their coursework. This may include early completion of courses, withdrawal, or receipt of grades of Incomplete.*

**In view of this, the OU Extended Campus (PACS) has adopted the following guidelines for faculty teaching courses with military personnel:**

- I. Automatic 24-hour extension:
  - a. Upon learning of deployment, military students will be required to notify their instructor immediately.
  - b. If deployed during the course, students should inform the instructor as soon as the information is available to them.
    - i. All deployed military students will be allowed an automatic 24-hour CST extension on all weekly assignments.
- II. One Week Extension:
  - a. Upon request to the faculty member, all deployed military students will receive up to a one-week extension on weekly assignments (including and not limited to the final assignment).
  - b. When more than (1) week is needed, a special request can be made. This request should be made in advance and requires the approval of the instructor and the Advising Director. Academic advisors may assist with special arrangements, as needed. A plan for completing the assignments should be provided with the request.
- III. Incomplete policy
  - a. Keeping in line with the University of Oklahoma's Incomplete policy, the deployed military student will need to complete up to 50% of the course to be considered by the instructor for an incomplete.

SS  
8/7/19