



Office of Military Veteran Student Services  
Granada Center 170 • Lake Shore Campus  
1032 W. Sheridan Road • Chicago, IL 60660  
O • 773.508.7755 W • LUC.edu/Veterans

Full Name: \_\_\_\_\_  
Student ID: \_\_\_\_\_  
Current Semester: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## Introduction

### Dear Faculty,

This form documents Loyola University Chicago's policy for military training absences. Students in the National Guard or Reserves may need to miss class for scheduled drill weekends or other military obligations.

Students in the Reserves or National Guard have been made aware of the policy on missed classes and make-up work. They know it is their responsibility to inform instructors about their military obligations and to ensure they catch up on any coursework missed.

## Loyola University Chicago Military Absence Policy

*Loyola University Chicago allows students participating in required military duties to be excused from class and/or other student-based responsibilities (including graduate assistantships). Military duties covered under this policy include but are not limited to military deployment, required annual military training, ROTC activities and civilian deployments in support of federal operations. For service members holding Reserve and National Guard status, weekend duty (drill) requirements should not interfere with normal school schedules. However, if a situation arises that requires absence from class due to duty/drill requirements, this absence can also be excused if the required absence is verified by the commanding officer or other affiliated Guard leader.*

## Conclusion

We appreciate your understanding and support in ensuring that students fulfilling their military service obligations are not disadvantaged in their academic pursuits while representing their country. If you have any questions or concerns, please contact Lily Hasler, Assistant Director of MVSS, at [lhasler@luc.edu](mailto:lhasler@luc.edu) or (773) 508-7755.

**Military Duty Details**

As a member of the [National Guard/Reserves], I have military training/drill obligations during the following weekends that may result in my inability to attend class:

<b>Dates of Training/Drill Weekends:</b>			

**Command Acknowledgment**

This section is to be signed by the student’s command to verify the dates above are accurate for drill/military training.

**Command Name:** \_\_\_\_\_ **Command Signature:** \_\_\_\_\_ **Date of Receipt:** \_\_\_\_\_

**MVSS Office Acknowledgment**

This section is to be signed by the Military Veteran Student Services (MVSS) office after the student has obtained signatures from their command.

**MVSS Office Representative:** \_\_\_\_\_ **MVSS Signature:** \_\_\_\_\_ **Date of Receipt:** \_\_\_\_\_