

MILITARY SERVICE ACCOMMODATIONS CHECKLIST

Students called to military service while in school at the University of Mississippi are able to receive reasonable accommodations to allow academic progress towards degree completion. In order for this process to begin, students must submit the following information to Veteran & Military Services (VMS) for assessment and assistance navigating the process.

VMS will work with the student's professors or instructors, the Dean of the student's specific College, Student Affairs Case Managers, and the Registrar if accommodations are applicable.

Because each situation is nuanced, VMS will work with students to ensure minimal academic disruption where possible, but some classes will necessitate taking a specific course in a different semester if accommodations are not possible. Examples may include, but not be limited to, performance-based classes where students must physically be in class to satisfy learning outcomes (e.g. Theater Performance classes, science labs, etc.). In the event that accommodations cannot be provided, Deans may work with students to find different classes that can provide appropriate accommodations.

Military-connected students are responsible for emailing the following documents to veterans@olemiss.edu along with this typed, completed checklist:

1. Military Accommodations Request Checklist, TYPED, signed, initialed, and dated.
2. Letter from Chain of Command outlining the reason for required training. This letter must include dates the service member must report for training, the nature of training (follow-on school, MOS training, A-School, job-specific training such as Airborne/Pathfinder/etc).
3. A copy of the student's orders for training.
4. A copy of the Service Member's Common Access Card (CAC) for proof of service.
5. A copy of the student's academic schedule for the affected semester.

SERVICE MEMBER'S NAME:

SERVICE MEMBER'S UM STUDENT ID:

BRANCH OF SERVICE:

COLLEGE OR SCHOOL (e.g. College of Liberal Arts, School of Applied Sciences, etc.):

AFFECTED COURSE LIST:

COURSE PREFIX

INSTRUCTOR / PROFESSOR NAME + EMAIL ADDRESS

ex: LIBA305

Dr. John Doe, john@olemiss.edu

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

STATEMENT OF UNDERSTANDING: *(Initial each statement)*

- _____ 1. I understand that I am requesting reasonable accommodations for my current course work.
- _____ 2. I understand that I am responsible for working with my professors/instructors to meet all academic learning outcomes.
- _____ 3. I will work to keep my professors/instructors informed of any changes to my training pipeline if I am required to extend my training for alterations to the ordered timeline due to disenrollment, failure to meet military learning outcomes, extension of training for medical, or other purposes that require my extension of orders.
- _____ 4. I understand that the requirements for military training may inhibit my ability to satisfy UM coursework, which may result in my disenrollment from UM course work.
- _____ 5. I will work with my academic advisor to ensure my degree progress continues, and that if I am reassigned to another UM course because reasonable accommodations cannot be provided, I will enroll in degree-specific coursework to keep me on track to degree completion.
- _____ 6. I understand that am responsible for balancing UM coursework and military training requirements.
- _____ 7. I understand that if reasonable accommodations cannot be met for a particular UM course, I will work with my Dean to find a suitable replacement course for UM coursework.
- _____ 8. I will work with VMS and the University Case Manager to communicate with my professors/instructors to ensure that information is shared between all parties.
- _____ 9. I have read this document and have provided all the required documentation to VMS in order to seek academic accommodations for military training.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____