UT Dallas Military Student Checklist

This checklist is for students who are serving in the Reserves or Guard and have military training requirements throughout the semester. Use this to prepare and coordinate with faculty prior to the Annual Tour or drill weekend.

1. Understand the nature of military training. During tour, will I have access to internet? Will I have time to study?
2. Look at class syllabus
   a. Are there assignment deadlines during/following the tour?
   b. Are there tests?
   c. Any group projects?
3. Prepare as much work ahead of time if possible
   a. Write papers before you leave. Having a draft will make things easier
   b. Read assignments ahead of time
4. For group assignments, work with your group to make sure the work is balanced and you are a part of the group.
5. Notify faculty of military training dates as soon as possible. By notifying a professor in advance s/he may have more flexibility with your schedule and developing a plan.
   a. Explain to faculty whether you have access to internet or time to study during training.
   b. Go over the syllabus together
      i. Review assignments and test schedule and develop a plan:
         1. Reschedule test(s)?
         2. Due date extension for assignment(s)?
      ii. Find out whether there will be supplemental material distributed in class or whether all materials will be from the text. What tools will the professor use during missed classes?
      iii. Can the professor provide the powerpoint slides of the lecture or lecture notes?
      iv. Is there a student in the class that can provide notes?
      v. Request a meeting with professor upon return from the Annual Tour or drill weekend to go over syllabus missed and material covered.
   c. For online courses
      i. Due date extension for discussion questions/tests/assignments?
   d. Should/can you request an incomplete?
      i. 70% of class has been attended and the professor allows 8 weeks into the following semester to complete the course.
   e. Has this faculty member received Green Zone training? If not, would s/he like to learn more? If so, contact the Military and Veteran Center.
6. Is the absence during class registration time?
   a. Meet with school advisor to see if they can help/what can be done about registering for that semester

The UT Dallas Undergraduate and Graduate Catalogs include Policies related to military service and provide an additional resource: [http://catalog.utdallas.edu/now/undergraduate/policies/military](http://catalog.utdallas.edu/now/undergraduate/policies/military)