

Undergraduate Committee

Target implementation: Fall 2016

Proposal: ADD policy for "Excused Absence for Military Service" in accordance with State guidelines in effect since 2005

D R A F T rev: 6/8/2016

In accordance with section 51.9111 of the Texas Education Code and the General Provisions under Chapter 4 of the Texas Administrative Code, a student is excused from attending classes or engaging in other required activities, including exams, if he or she is called to active military service of a reasonably brief duration.

A student who has been called to active military service after a semester begins should immediately initiate the request for excused absence by providing the course instructors a copy of the military orders.

The student shall be excused from attending class and be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence as determined by the faculty member with consideration of the date of the student's return from active duty and within one academic term from the date of the student's return from active duty.

An excused absence granted under this policy is designed to cover a period of time usually no longer than the equivalent of 25% of the overall class content (i.e. in-class hours, assignments but excluding the final exam period);

- 1) An absence requiring more than the equivalent of 25% of the overall class content may require a military withdrawal under a separate policy <http://www.uh.edu/af/universityservices/policies/sam/6AcademicAffairs/6B1.pdf>
- 2) Students enrolled in distance learning, hybrid, and other asynchronous courses are to receive equivalent consideration for granting of an absence under this policy;
- 3) Faculty must retain a student's completed course work and the course syllabus or other instructional plan, to ensure that the student is able to complete the course under the same course requirements as when they initially registered for the class;
- 4) If an excused absence is granted under this policy, faculty are encouraged to outline and document the parameters and deadlines for completing make-up requirements and the consequences of a student's failure to meet these requirements by the agreed upon deadlines;
- 5) Disputes arising as a consequence of a student failing to meet such parameters and deadlines for make-up requirements should be resolved according to the undergraduate academic grievance policy (<http://publications.uh.edu/content.php?catoid=14&navoid=3572>)

(copy of TAC follows p 2)

Attention made to cover these items in our policy....

(c) Each institution shall adopt a policy under this subsection which includes:

- (1) the retention of a student's course work completed during the portion of the course prior to the student being called to active military service;*
- (2) the course syllabus or other instructional plan, so that the student will be able to complete the course without prejudice and under the same course requirements that were in effect when the student enrolled in the course;*
- (3) a definition of a reasonable time after the absence for the completion of assignments and examinations;*
- (4) procedures for failure of a student to satisfactorily complete the assignment or examination within a reasonable time after the absence; and*
- (5) an institutional dispute resolution process regarding the policy.*

TEXAS ADMINISTRATIVE CODE (THECB)

[http://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=9](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=9)

(a) Upon notice from a student required to participate in active military service, an institution shall excuse a student from attending classes or engaging in other required activities, including examinations.

(b) A student shall not be penalized for an absence which is excused under this subsection and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence.

(c) Each institution shall adopt a policy under this subsection which includes:

- (1) the retention of a student's course work completed during the portion of the course prior to the student being called to active military service;
- (2) the course syllabus or other instructional plan, so that the student will be able to complete the course without prejudice and under the same course requirements that were in effect when the student enrolled in the course;
- (3) a definition of a reasonable time after the absence for the completion of assignments and examinations;
- (4) procedures for failure of a student to satisfactorily complete the assignment or examination within a reasonable time after the absence; and
- (5) an institutional dispute resolution process regarding the policy.

(d) The maximum period for which a student may be excused under this section shall be no more than 25% (twenty-five percent) of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service.

(e) Institutions are directed to develop and publish policies and procedures to ensure that students enrolled in distance learning, self-paced, correspondence, and other asynchronous courses receive equivalent consideration for the purposes of determining acceptable duration of excused absences and time limits for the completion of course work following an excused absence under this section.