

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Excused Absences for Students Called To Active Military Service*

EFFECTIVE DATE: November 7, 2007; amended August 26, 2014

BOARD POLICY REFERENCE: FC

PURPOSE

GUIDELINE

Upon notice from the Admissions Office of an excused absence for active military service, the instructor will:

1. Provide a mechanism for the retention of the student's coursework completed during the portion of the course prior to the student being called to active military service;
2. Provide a mechanism for the retention of 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. Follow up with the Admissions Office and report the student's final grade once he/she has completed the course requirements in a reasonable time after the absence. The definition of a reasonable time after the absence for the completion of assignments and examinations will follow the Blinn College Incomplete Procedure (completion within ninety (90) days after the beginning of the next long semester). If the student has completed 95% of the course the instructor at his/her discretion has the option of issuing a grade based upon work completed.

Students enrolled in distance learning, self-paced, correspondence, and other asynchronous courses will follow the same guidelines listed above.

If the student fails to satisfactorily complete the assignment or examination within ninety (90) days after the beginning of the next long semester, the instructor will have the right to issue a final performance grade based on the work that has been completed.

Upon notice from the student of needing an excused absence for active military service, the registrar will require the student to:

1. Present an original copy of their orders notifying them they have been called to active duty;
2. Sign a "Military Withdrawal Contract" stating that it is their responsibility to contact each of their instructor(s) prior to leaving for active duty, so that they can discuss which assignments/projects/examinations will need to be completed once they return and sign a "Course Completion Contract" (only if an "I" is recorded).

3. Contact their instructor(s) upon returning from active duty.

A student who wishes to dispute the processes regarding this procedure should follow the procedures outlined in the College Catalog entitled Student Rights and Responsibilities: Student Complaints [Board Policy FLD (Local)].