

# ACADEMIC POLICIES

## ATTENDANCE REQUIREMENT

Regular and punctual class attendance is expected at Navarro College as a key element for student success. Excessive absences are defined as missing two consecutive weeks of instruction in a 16-week semester (or the equivalent in any shorter term) and may result in being dropped from the course. The attendance policy for certain programs may be more stringent than the general policy due to clinical requirements or requirements of approving agencies. Faculty will discuss the course attendance policy at the beginning of each semester; however, students are responsible for reviewing the course syllabus and outline of each class and knowing the attendance requirements for the course. Students missing two consecutive weeks of class may be dropped from their courses. A student's request for an excused absence shall be in writing and shall be sent or delivered to the instructor of each class. Documentation may be required. Students should refer to the Navarro College Student Handbook for additional information.

All students receiving Veterans Administration (VA) benefits must notify the Veteran's Certifying Official of any enrollment changes as soon as they are made. The Veterans Affairs benefit recipient needs to be aware that the VA may require repayment of all benefits received since the beginning of a semester for any course in which a "W" grade is received. Excused absences for an individual called to active military service should take into consideration the amount of time the student would be absent due to active military service as well as deadlines after the absence for the completion of the assignments and examinations. Absences must be for a reasonable length of time. "Reasonable time" is defined by the Texas Administrative Code as no more than 25% of the total contact hour time frame (excluding the final examination period) for the excused absence for active military service.

A student who is absent from class for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. However, the student must notify the instructor of each class scheduled on the date that the student would be absent for a religious holy day. A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

Any student who wishes to dispute a decision concerning his/her absence should follow the Student/Instructor Conflict Resolution procedures in a timely fashion and as described in the current Navarro College Student Handbook.