



## **Policies for Veterans**

### **Prior Veteran Training**

Hofstra University Continuing Education will review, at its discretion, prior course training of the Veteran as it relates to core content in order to shorten the training period.

### **Clock-hour Programs**

Hofstra University Continuing Education offers clock-hour programs where proper tracking, reporting, and archiving of clock hours is critical to successful Program completion.

**Tracking Hours:** To track Veteran clock hours each day, Program Instructors will have students sign-in and record the time they arrive in class and the time they leave for the day. Program Instructors calculate the hours earned each day and submit a Sign-In and Sign-Out Roster after each class, which is saved digitally by the Continuing Education Department.

### **Institutional Attendance and Absentee Policy**

Attendance in a professional studies program mandates regular attendance and active participation in class. Attendance is taken at every session included within the Program.

Program Instructors set individual policies for the weight and impact of attendance upon a final grade. However, in many instances, it is a pass/fail, with the exception of the Paralegal Program that uses a grading system.

**Reporting Hours:** In addition to updating the hours each week, Program Instructors meet regularly with Veterans who have excessive absences or are losing clock hours due to tardiness, or leaving class early.

**Reporting Hours (Make-up Hours):** Veterans may be granted the opportunity to earn missed clock hours in a given semester by performing tasks or activities outside of the regular class hours. Make up clock hours is at the discretion of the Program Instructor and is available for Veterans who have legitimate reasons for missing class. Make up clock hours must be recorded on the day that the hours are earned and must be noted in the Veteran's Academic Record.

### **Standards of Academic Progress for Veteran students**

The Veteran must maintain at least a 2.0 cumulative grade point average and attend at least 90% of scheduled classes. If a student misses more than 90%, they are terminated from the program. An assessment of student progress is given at the 50% completion period to determine continuation of the program, and again at the 75% completion period, allowing the student who is not performing satisfactorily, a chance to improve. At the course completion, the student is given a pass or fail examination, or in some instances a graded examination. If the student fails the course, they may take it again in its' entirety and at full cost.

*Please note that policies covering administration, student conduct, and discipline are located on the back pages of the Hofstra Continuing Education Bulletin.*