

## Policies for Veterans

### Prior Veteran Training

Hofstra University Continuing Education will inquire about each veteran or veteran benefits eligible person's previous education and training 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

Regular attendance is required and recorded. Good attendance is critical to successful completion of the program. All students must maintain at least a 90% attendance, or they will be 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.

### 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 GPA (72%). 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.

Weekly Homework	72% or higher	Passing
Final Examination	72% or higher	Passing

### Termination Policy

If a student receiving VA benefits is terminated from course enrollment due to attendance or academic progress, this will be reported to the VA and benefits will be terminated. If benefits are terminated, any outstanding balance becomes the responsibility of the Veteran.

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