

Excused Absence for Required Military Service

Board policy [FC \(LEGAL\)](#) is associated with this section.

“Required military service” includes required service in the Armed Forces of the United States or in the National Guard or the Texas State Guard.

In accordance with the [Texas Education Code Section 51.9111](#), upon notice from a student called to participate in required military service, Collin College will excuse the student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in required military service, including travel associated with the service. A student whose absence is excused due to required military service may not be penalized for that absence and will be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence.

The maximum period for which a student may be excused due to required military service will be no more than 25 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 required military service.

A student who needs to take an excused absence due to required military service should contact each of their professors to inform them of the need for an excused absence and to begin planning for making up required assignments, examinations, etc. Upon return from required military service, the student should work with each of their professors to complete any missed assignments, examinations, etc., within a reasonable time after the absence.