

**Excused Absences**

Absences due to illness, attendance at university approved activities, and family or other emergencies constitute excused absences and must be supported by documentation presented to the instructor prior to or immediately upon the student's return to class. Students are always responsible for all oral and written examinations as well as all assignments (e.g., projects, papers, reports).

**Excessive Absences**

Accumulation of one week of unexcused absences (for the number of clock hours equivalent to the credit for the course) constitutes excessive absenteeism. The instructor is not required to accept assignments as part of the course requirement when the student's absence is unexcused.

**Religious Holy Day Absences**

In accordance with Texas Education Code, Section 51.925, subchapter (Z), a student may be absent from classes for the observance of a religious holy day and will be permitted to take missed examinations and complete missed assignments provided the student has notified the instructor of the planned absence in writing and receipt of the notice has been acknowledged by the instructor in writing. "A religious holy day means a holy day observed by a religion whose place of worship is exempt from property taxation under the Texas Tax Code, Section 11.20."

*Courses, Course Credit and Grades*

**Correction or Change of Grade**

Any change or correction of a grade recorded for a student must be made within the semester or term immediately following the term for which the grade was recorded.

**Course Auditing**

When space is available and the consent of the Dean of the College and the instructor is given, any person may audit a course by paying the regular tuition and fees. Students sixty-five years of age or older may audit a course by registering with the Registrar's Office but without the payment of fees.

Credit is not given for any audited course. Students wishing to audit may register only after late registration. Currently enrolled students shall have first priority for space. A student who audits a course may not change registration during the semester to take the course for credit.

**Course Load**

The following limitations on course load are in effect:

1. This University defines full time enrollment for a graduate student as a minimum of 9 semester credit hours during the regular and summer sessions.
2. During a regular session, a graduate student may not enroll in more than 12 hours without permission from the his/her advisor, Department Head, and Dean.