

Absences for Military Service Members Procedure

The College shall allow any enrolled student who is in the United States Armed Forces who has received temporary or permanent re-assignment as a result of military operations and a National Guard service member placed onto State active duty status during an academic term to be given an excused absence for the period of time the student is on active duty.

1. The College shall provide the student the opportunity to make up any test or other work missed during the excused absence.
2. The College shall give the student the option, when feasible, to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty.
3. The College shall give the student the option of receiving a temporary grade of incomplete for any course that the student was unable to complete as a result of being placed on State active duty status; however, the student must complete the course requirements within one (1) semester following their return from active service to avoid receiving a failing grade for the course.
4. The College shall permit the student to drop, with no penalty, any course that the student was unable to complete as a result of being placed on State active duty status.

Policy Number: 05.02.01.03

Legal Reference:

1B SBCCC 500.1

Adopted: February 4, 2025

[Download a PDF of this policy](#)