



## College of The Albemarle Procedure

Procedure Number: 5.2.1.2

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**Title: Absences for Military Service Members**

**Related Policy: Policy 5.2.1 Attendance**

**Division of Responsibility: Learning; Student Success and Enrollment Management**

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

- A. The College shall provide the student the opportunity to make up any test or other work missed during the absence.
- B. 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.
- C. 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 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.
- D. 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 active duty status.

Legal Reference: 1B SBCCC 500.1

June 13, 2023

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N/A

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**Date Approved by President's Leadership Team**

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**Date of Last Review**

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**Date of Last Revision**