

**EXCUSED ABSENCES AND REFUNDS FOR MILITARY STUDENTS**

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*Legal Authority: NCGS 115D-5(x); Session Law 2017-155 (House Bill 486); 1B SBCCC 500.1; 1E SBCCC 900.4*

*Approval: February 20, 2018*

*Revision:*

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**EXCUSED ABSENCES AND REFUNDS FOR MILITARY STUDENTS**

The Board of Trustees recognizes the unique challenges faced by students who are members of the U.S. Armed Forces and National Guard (referred to as "Military Students"). In particular, these Military Students are subject to short-notice temporary or permanent duty transfers that may interrupt their academic progress. This Policy allows excused absences and certain refunds when a Military Student cannot complete their coursework due to the following conditions:

- The student is an active duty or reserve member of the U.S. Armed Forces and is placed on temporary duty assignment (also known as TDA, TDT, TAD, TDI, or TDY) or is issued a permanent change of station order (also known as a PCS) in accordance with their obligation to the military and such duty conflicts with their coursework; or
- The student is a member of the National Guard and is activated for State Active Duty, Title 32 Full-Time National Guard Duty, or Title 10 Active Duty to support military operations and such duty conflicts with their coursework.

The President of the College shall establish Procedures to implement this Policy, including specifically the following provisions:

- The Military Student is provided an opportunity to receive an excused absence whenever the above conditions exist.
- The Military Student is given opportunity to make up course work or tests that are missed during the excused absence.
- The Military Student is given the opportunity, when feasible, to continue classes and course work through distance learning participation during the excused absence.
- The Military Student may exercise the option of receiving an incomplete (I) grade for the course(s) not completed during the excused absence. This option will allow the student to complete the coursework in a reasonable amount of time consistent with any deadlines set by the President and related Procedures.
- The Military Student will be permitted to drop, without academic or financial penalty, the course(s) not completed as a result of the excused absence.

- Military Students who are unable to complete their coursework due to an excused absence granted pursuant to this Policy shall, upon request by the student, receive a full refund of tuition and registration fees for the unfinished coursework; and the College shall buy back the student's textbooks through the College's bookstore operations to the extent allowable under the College's buy back Procedures.

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