



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Jennifer Haygood*

*Acting President*

23 October 2017

**IMPORTANT INFORMATION**

**MEMORANDUM**

- TO:** Members of the State Board of Community Colleges  
Community College Presidents  
Boards of Trustees Chairs  
Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Distance Learning, Chief Financial Officers, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties
- FROM:** Q. Shanté Martin, *NCCCS General Counsel*
- RE:** **Amendment of 1B SBCCC 500.1 – “Excused Absence for Military Service”**

On 20 October 2017, the State Board of Community Colleges voted to amend **1B SBCCC 500.1 – “Excused Absence for Military Service.”** In Section 2 of H.B. 486, the NC General Assembly directed the State Board of Community Colleges (“SBCC”) to adopt and implement a uniform policy throughout the Community College System to provide any student enrolled in a community college who is a National Guard service member placed onto State active duty status during an academic term shall be given an excused absence for the period of time the student is on active duty. Further, the policies shall provide options to the student for completion or withdrawal from classes that will not penalize the student academically.

On 21 July 2017, the SBCC temporarily adopted 1B SBCCC 500.1 – “School Absence for National Guard Service” pursuant to 3B SBCCC 400.1(a). The SBCC made the temporary rule effective retroactively to 1 July 2017.

System Office staff reviewed the temporary rule to recommend a permanent rule. Further, because North Carolina serves a large population of students who are in the military, increasing those who are eligible for the accommodations beyond the National Guard will help the colleges better serve students who are attempting to balance their education and military duties. Thus, the review process resulted in agreement to recommend the broadening of the impact of the rule to all those serving in the military, not just the National Guard.

In response to legislative direction and within the parameters of 3B SBCCC 400.1(a), the System Office staff requested that the SBCC approve the permanent rule.

**The rule will be effective 1 November 2017. The new rule will be published on the NC Community College System's website, [www.nccommunitycolleges.edu](http://www.nccommunitycolleges.edu), under "State Board Code."** For your convenience, a copy of the rule is attached to this memorandum.

**CC17-048  
E-mail Copy**

Attachment



**STATE BOARD OF COMMUNITY COLLEGES CODE  
TITLE 1 – COMMUNITY COLLEGES**

**CHAPTER B. COLLEGE OPERATIONS**

**SUBCHAPTER 500. STUDENT RIGHTS AND RESPONSIBILITIES**

**1B SBCCC 500.1 Excused Absence for Military Service**

Each community college shall adopt a policy to give an excused absence to any student who is in the United States Armed Forces who has received temporary or permanent re-assignment as a result of military operations and to any student who is a National Guard service member placed onto State active duty status during an academic term for the period of time the student is on active duty. The policy shall further provide the following:

- (a) Colleges shall provide the student the opportunity to make up any test or other work missed during the excused absence.
- (b) Colleges 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) Colleges shall give the student the option of receiving a temporary grade of "incomplete (IN)" or "absent from the final exam (AB)" 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 the period of time specified by the college to avoid receiving a failing grade for the course.
- (d) Colleges 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.

(e) Colleges shall permit the student to drop, with no financial penalty, any course that the student was unable to complete as a result of the excused absence as set forth in 1E SBCCC 900.4.

*History Note: Authority G.S. 115D-5(x);*

*Temporary Adoption Eff. [July 1, 2017](#);*

*Amended Eff. [November 1, 2017](#).*