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| Policy Source: Combination of Gwinnett Tech and TCSG | Owner: Coordinator, Office of Veterans Affairs | Effective: 2013 |
| Division: Student Affairs | Reviewed: 12/2020, 2/2026 Revised: | |

6.4.3 GT TCSG Class Policy on Absences Due to Military Service

Students shall not be penalized for class absence due to unavoidable or legitimate required military obligations not to exceed two (2) weeks unless special permission is granted by Academic Affairs. Students are responsible for notifying instructors of such circumstances as far in advance as possible, completing Temporary Military Deployment Form and submitting documentation to the Office of Veterans Affairs. The faculty member is responsible for providing reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade.

Gwinnett Tech follows the Technical College System of Georgia (TCSG) 6.5.2 – Student Grade Point Average (<https://tcsge.edu/tcsgepolicy/files/6.5.2.pdf>) and 6.4.3 – National Emergencies policies (<https://tcsge.edu/tcsgepolicy/files/6.4.3.pdf>), which can be found in the Student Affairs section of the State Board Policies and TCSG Procedures Manual. The policies are effective for all military obligations that exceed two (weeks) which requires complete withdrawal from courses.