

# **Military Service Activation**

**Original Implementation:** April 20, 2010

**Last Revision:** April 12, 2016

Through the course of an academic term, a student may be called to active military service as a reservist, member of the National Guard, or otherwise. In the event of activation or mobilization, students are required to present a copy of their official orders to facilitate verification of inclusive dates. Students called to active military service have several options available to them for the treatment of their academic coursework and financial obligations.

## **Excused Absence for Military Service Activation**

Should a student called to active military service choose not to withdraw, the university will excuse the student from attending classes or engaging in other required activities upon receipt of a copy of the military orders. Excluding the final examination period, the maximum amount of time a student may be excused will be no more than twenty-five percent (25%) of the total number of class meetings, or the contact hour equivalent. The university will not penalize the student for that absence (including any travel associated with the service) and the student will be allowed to complete any assignment or take any examination within one year after the completion of active service. The university may provide as an accommodation, if reasonable and appropriate under the individual circumstances, extended time for course completion and additional services for those returning from active military service with documented duty-related disabilities. See Academic Accommodations for Students with Disabilities (6.1). During this time, the syllabus and a record of the coursework completed prior to activation will be retained by the instructor or academic unit. The student will be able to complete the course without penalty and under the same requirements as when the student initially enrolled in the course. Upon returning from active military service, the student will provide to the registrar a written request to complete the course. Upon receipt, the registrar will contact the academic unit head who will coordinate the completion of the course. If the student fails to complete any coursework or examinations, the student will receive the grade earned up to that point. Any dispute under this policy will be handled under normal academic procedures. See Academic Appeal by Students (6.3).

## **Withdrawal from University for Active Military Service**

Any withdrawal from a course due to active military service will be treated as if the student had not enrolled in that course. If a student elects to withdraw from the university due to military service activation, the university, at the student's written request and upon receipt of a copy of the military orders, will

1. Refund the tuition and fees paid by the student for the semester in which the student withdraws;

2. Petition the instructor to assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and who has demonstrated sufficient mastery of the course material. The decision will be at the instructor's discretion; or,
3. Grant the student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript.

**Cross Reference:** Tex. Educ. Code §§ 51.9111, 54.006(f); 19 Tex. Admin. Code § 4.9; Course Grades (5.5); Add/Drop (6.10); Student Fiscal Appeals (6.19); Satisfactory Academic Progress for Financial Aid Recipients (6.16); Academic Accommodations for Students with Disabilities (6.1); Academic Appeals by Students (6.3).

**Responsible for Implementation:** Provost and Vice President for Academic Affairs and Vice President for University Affairs

**Contact for Revision:** Registrar

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs