



## **Military Service Activation**

### **Purpose**

The purpose of this policy is to provide procedures for any Stephen F. Austin State University (SFASU) student who is called to active military service while a student at the university.

### **Persons Affected**

This policy applies to all SFASU students who are called to active military service.

### **Policy**

Through the course of an academic term, a student may be called to active military service. In the event of activation or mobilization, students are required to present a copy of their official orders to the Registrar's Office 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.

### **Procedures**

#### **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 SFA HOP 04-101 Academic Accommodation for Students with Disabilities. 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 Dean of the student's major who will coordinate the completion of the course(s) with the appropriate academic department(s). 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 SFA HOP 04-109 Final Course Grade Appeals by Students.



### Withdrawal from University for Active Military Service

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. Any withdrawal from a course due to active military service will be treated as if the student had not enrolled in that course; or
2. Grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript, or as determined by the instructor, 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.

### Related Statutes or Regulations, Rules, Policies, or Standards

Tex. Educ. Code §§ 51.9111, 54.006(f)  
19 Tex. Admin. Code § 4.819

SFA HOP 02-206 Course Grades  
SFA HOP 04-103 Adding and Dropping Courses  
SFA HOP 04-119 Student Fiscal Appeals  
SFA HOP 04-115 Satisfactory Academic Progress for Financial Aid Recipients  
SFA HOP 04-101 Academic Accommodations for Students with Disabilities  
SFA HOP 04-109 Final Course Grade Appeals by Students

### Responsible Executive

Vice President for Enrollment Management

### Forms

None

### Revision History

September 1, 2023 (original)