

13.99.99.R1 **Military Leave and Service for Students**

Approved September 16, 2026
Next Scheduled Review September 16, 2031



Rule Summary

East Texas A&M University-Commerce (University) seeks to accommodate the needs of students whose call to military service prevents them from starting or continuing to attend the University. This rule provides options for the treatment of their enrollment, tuition, and readmission following military service.

The rule supplements System Regulation *13.99.99 Military Leave and Service for Students*.

Procedures and Responsibilities

1 ACTIVE MILITARY SERVICE

- 1.1 Students called to active military service will initiate the withdrawal process by contacting the Veterans and Military Service Office (VMSO) and requesting withdrawal from the University due to being called to active military service.
 - 1.1.1 If the student is still on campus following the call-up, they will go to the VMSO to initiate the process. If the order requires the student to leave campus hurriedly without having time to initiate the withdrawal process, the student is to contact a member of the VMSO by telephone or email and execute the withdrawal process in that manner as soon as possible.
 - 1.1.2 The student is expected to provide the VMSO staff with a copy of the written orders. In case the student does not have written orders at the time of withdrawal, they will be asked to fax or email a copy of those orders to the VMSO staff as soon as possible.
- 1.2 After conferring with the VMSO staff as to the option most appropriate to their situation, the student will be asked to select one of the following options:
 - 1.2.1 Record an “Incomplete” grade at the end of the semester if determined by the instructor that the student has satisfactorily completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material in order to allow the student to complete the course requirements upon return from active

military service. Under this option, no refund of tuition and required fees will be provided; however, a prorated refund of charges for optional services will be made (meal plans, residence halls, etc.) or

- 1.2.2 Withdraw from all courses for the semester. A full refund of tuition and required fees and a prorated refund of charges for optional service will be made (meal plans, residence halls, etc.). This option eliminates any obligation for the student to complete the course requirements upon return from active military service.
- 1.2.3 The student is not permitted to select some courses for “Incomplete” and others for “Withdraw.”
- 1.2.4 For a student who withdraws from the University because of the student’s status as an affected individual due to military service, the student is not required to return or repay any overpayment of grant funds based on the Return of Title IV Funds provisions. This is based on the Higher Education Relief Opportunities for Students (HEROES) Act.
- 1.3 VMSO staff will provide the Registrar’s Office with a copy of the form indicating the student’s decision and a copy of the student’s orders.
- 1.4 The Registrar will provide the necessary information, including the type of withdrawal, to the affected colleges/departments and to the Student Accounts Office. The Student Accounts Office will coordinate refunds with the Financial Aid and Scholarships Office and departments providing optional services.
- 1.5 For those students requesting “Incompletes,” the University will extend the time allotted to them to complete the course requirements through the end of the first long semester (Fall or Spring) in which they enroll following their return from active military service. If a student’s active military is of extended duration, the student may wish to change the courses from “Incomplete” to “Withdraw.” Since this is very case-specific, it will be administrated on a case-by-case basis.

2 REQUIRED MILITARY SERVICE

- 2.1 Students who must be absent for a reasonably brief duration because of required military service and do not withdraw will be excused for those absences.
- 2.2 The student is expected to provide the VMSO with a copy of the written orders or a letter from the unit command.
- 2.3 The VMSO staff will provide written notice to the student’s instructors or other appropriate officials of the approved excused absence date(s).

3 READMISSION

- 3.1 The student will be admitted with the same academic status. This status is defined as being admitted to the same program to which the student was last admitted or, if the exact program is no longer offered, the program that is most similar to that program unless the student chooses a different program.
- 3.2 The student will be readmitted at the same enrollment status unless the student wants to re-enroll at a different enrollment status. The student will be enrolled with the same number of credit hours previously completed unless the student is readmitted to a different program to which the completed credit hours are not transferable.
- 3.3 The student will be readmitted with the same academic standing.
- 3.4 The cumulative length of the absence and all previous absences from the University for military service may not exceed five years. Only the time the student spends actually performing military service is counted and provides evidence of discharge or release under honorable conditions.
- 3.5 The student must give written notice of their intent to return to the VMSO by the application deadline for the semester of return.

4 ACADEMIC CONTINUITY AND COMPLETION

- 4.1 All coursework completed by students prior to being called to military service will be retained by the Office of the Dean/Director of the academic unit (e.g. college, school) housing the student's major in accordance with The Texas A&M University System Records Retention Schedule. Course syllabi and instructional plan(s) in effect prior to being called to military service will still apply.
- 4.2 Failure to satisfactorily complete these assignments and/or examinations by the end of the term will result in a failing grade.

5 APPEALS

Students wishing to appeal decisions related to this rule should contact the Office of the Dean/Director in the academic unit in which the course(s) were taught within 14 days of the end of the term. Students may also consult with the VMSO staff.

Related Statutes, Policies, or Requirements

System Regulation [13.99.99, Military Leave and Services for Students](#)

University Procedure [11.04.99.R0.01, Undergraduate Admission](#)

University Procedure [11.04.99.R0.11, Admission to Graduate School](#)

University Procedure [13.99.99.R0.06, Computation of Grade Point Average](#)

University Procedure [13.99.99.R0.23, Withdrawals](#)

Definitions

Active military service - state active duty service, federally funded state active duty service, or federal active duty service. The term does not include service performed exclusively for training, such as basic combat training, advanced individual training, annual training, inactive duty training, and special training periodically made available to service members.

Reasonably brief duration - no more than 25% of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or course in which the student is currently enrolled at the beginning of the period of required military service.

Required military service – required (i) military service, including for the Texas National Guard and the Texas State Guard; (ii) Guard or Reserve duties (state or federal), such as participation in weekly or monthly meetings, weekend drills, annual trainings, combat training, advanced individual training, inactive duty training, or other training or official military events; or (iii) active duty, Guard, or Reserve military members on extended training and/or deployments, or a Permanent Change of Station (PCS) move.

Uniformed services - the U.S. Armed Forces (Army/Army Reserve, Navy/Navy Reserve, Marine Corps/Marine Corps Reserve, Air Force/Air Force Reserve, Coast Guard/Coast Guard Reserve), the U.S. Space Force, the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service or any other category of persons designated by the President in time of war or emergency.

Service in the uniformed services – service, whether voluntary or involuntary, in the Armed Forces, including service as a member of the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under Federal authority (not State authority), for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days.

Appendix

Request for Withdraw due to Military Service

Revision History

None

Contact Office

Veterans and Military Services
903.886.5123
VeteransServices@tamuc.edu

Request for Withdraw due to Military Service

I hereby request that a military withdrawal from Texas A&M University-Commerce be approved based on my being called to active military service as established in my military order, which I have provided herewith to the Veterans and Military Services Office.

_____ I request an “Incomplete” grade at the end of the semester, if determined by the instructor, that the student has satisfactorily completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material in order to allow me to complete the course requirements upon return from active military service. Under this option, no refund of tuition and required fees will be provided; however, a prorated refund of charges for optional services will be made (meal plans, residence halls, etc.)

or

_____ I request to “Withdraw” from all courses for the semester. A full refund of tuition and required fees and a prorated refund of charges for optional service will be made (meal plans, residence halls, etc.,) This option eliminates any obligation for the student to complete the course requirements upon return from active military service.

_____ In making a choice above, I understand I will not be permitted to select some courses for “Incomplete” status and others for “Withdraw.” The single option chosen from those above must apply to all courses from which I am currently enrolled.

Name

CWID

Signature

Date