

# **Withdrawal Process To Accommodate Texas A&M University Students Called to Active Military Service**

## **Applicable to undergraduates, graduate and professional students**

1. Students called to active military service shall initiate the withdrawal process by contacting his or her academic dean and requesting withdrawal from the University due to being called to active military service.

If the student is still on campus following call-up, he or she is to go to the dean's office to initiate the process. If the orders require the student to leave campus hurriedly without having time to initiate the withdrawal process, the student is to contact the dean's office by telephone or email and execute the withdrawal process in that manner as soon as possible.

The student is expected to provide the dean's office with a copy of the written orders. In case the student does not have written orders at the time of withdrawal, he or she shall be asked to fax a copy of those orders to the dean's office as soon as possible.

2. After conferring with their academic dean as to the option most appropriate to their situation, the student will be asked to select ONE of the following two options:
  - a. Record an "Incomplete" grade at the end of the semester, in order to allow the student to complete the course requirements upon return from active military service. (As determined by the instructor, the student may be assigned an appropriate final grade if the instructor determines that the student has satisfactorily completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material.) 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

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

Note: In making the choice above, the student is not to be permitted to select some courses for "incomplete" status and others to "withdraw". The choice of either "incomplete" or "withdraw" must apply to all courses for which the student is currently enrolled.

3. Each dean's office will provide the Registrar's Office with a copy of the form indicating the student's decision and also provide that office with a copy of the student's orders.
4. The Registrar will provide necessary information, including type of withdrawal, to the affected colleges/departments and to Student Business Services. Student Business Services will coordinate refunds with Financial Aid and departments providing optional services.
5. Should the students wish to continue their education at A&M after the completion of active military service, the students must apply for readmission but will not be charged an application fee.
6. 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 service is of extended duration, the student may wish to change the courses from "incomplete" to "withdrawal". Since this is very case specific, it will be administered on a case-by-case basis.
7. Questions regarding this process should be directed to the Registrar's Office at 862-2113. Students with required military duties, but not called to active military service, should refer to Texas A&M University Student Rule 7.1 as it pertains to Excused Absences.

# REQUEST FOR WITHDRAWAL DUE TO CALL UP OF MILITARY RESERVES TO ACTIVE DUTY

I hereby request that a military withdrawal from Texas A&M University be approved based on my being called to active military service as established in my military orders, which I have provided herewith to the Office of the Dean of my academic college.

\_\_\_\_\_ I request that my courses for the current semester be placed in "incomplete" status at the end of the semester. (As determined by the instructor, I may be assigned an appropriate final grade if the instructor determines that I have satisfactorily completed a substantial amount of coursework and I have demonstrated sufficient mastery of the course material.) I understand that having courses placed in "incomplete" status will allow me to complete the course requirements upon my return from active military service. I understand that under this option, no refund of tuition and required fees will be provided, however, a prorated refund of charges for optional charges will be made.

\_\_\_\_\_ I request to withdraw from my courses for the current semester. I understand that I will not receive credit for having taken these courses until the point of my withdrawal. I understand that a full refund of tuition and required fees and a prorated refund of charges for optional services will be made.

Note: In making the choice above, the student 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 for which the student is currently enrolled.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Semester _____
Approval of Dean/Dean's Representative _____
Date _____
Notes
_____
_____
_____
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