

13.99.99.H1 Military Leave and Service for Students

Approved: October 6, 2025
Next Scheduled Review: October 6, 2030



Rule Summary

Texas A&M University-Texarkana (A&M-Texarkana) seeks to accommodate the needs of students whose call to military service prevents them from starting or continuing to attend school. This rule provides additional guidance for compliance with federal and state law regarding students' educational rights when called for military service.

Procedures and Responsibilities

A&M-Texarkana provides military leave from, and in the case of withdrawals, readmission to the university to eligible students in accordance with state and federal law.

1. Administrative

- 1.1 Federal law protects the readmission rights of students who withdraw from or were admitted to but did not begin attendance at A&M- Texarkana because of service in the uniformed services.
- 1.2 Texas state law extends readmission protections to those called to active military service and requires excused absences for students who are called to required military service for a reasonably brief duration.
- 1.3 A&M-Texarkana grants readmission to eligible students who withdraw due to service in the uniformed services or active military service and allows excused absences for students who are absent solely because of required military service.
 - 1.3.1 A student must give advanced oral or written notice of an absence, except otherwise provided by law. This notice must be provided to the Veterans Services Center, who then will assist in notification of professors for excused absences and any follow-up or additional information request related to such notices.

2. Excused Absence Rights for Required Military Service

- 2.1 Students who must be absent for a reasonably brief duration (as defined in 2.3) because of required military service and do not withdraw will be excused for those absences.
- 2.2 A&M-Texarkana requires documentation of the fact and duration of the required military service, such as orders or a letter from the unit command, be submitted to the Veterans Service Center office. The Veterans Service Center will provide a letter of excuse to professors at the student's request.

- 2.3 The maximum period a student may receive excused absences is 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 courses in which the student is currently enrolled at the beginning of the period of military service.
- 2.4 Excused absences for required military service are not available when a student withdraws from the member institution to perform required military service.

3. Readmission Rights for Military Service

- 3.1 A student who withdraws from or is unable to attend the university because of service in the uniformed services or required military service has a right to prompt readmission without payment of a reapplication fee at the member institution.
- 3.2 In most cases, the student is readmitted with the same academic standing as at the time of withdrawal.
- 3.3 To qualify for readmission after military duty, a student must be withdrawn for a cumulative total of no more than five years and provide evidence of discharge or release under honorable conditions.
- 3.4 The student must submit a notice of intent to return by the published application deadline for the term the student intends to re-enroll. This notice must be submitted to the Veterans Services Center to ensure eligibility for prompt readmission.
- 3.5 A student may be denied readmission if the university, after reasonable efforts to assist the student, determines whether the student is not prepared or unable to resume the program at the point where the student left.
- 3.6 The university must re-admit the student for any academic term that begins after the date the student is released from military service, provided the student is otherwise eligible to register for classes.
- 3.7 Upon readmission, the university must:
 - 3.7.1 Reinstate any financial assistance previously provided before withdrawal, assuming the student meets the current eligibility requirements for the assistance, excluding requirements that were directly affected by the student's service, such as continuous enrollment or similar timing conditions.
 - 3.7.2 Grant the student the same academic status they held prior to withdrawal, including the restoration of any course credits or academic progress awarded prior to their departure for military service.
- 3.8 Students who had been admitted for graduate or professional programs, as specified in System Regulation 13.99.99, *Military Leave and Service for Students*, will be provided the rights to readmission as specified in the regulation.

4. Academic Continuity and Completion

Students called to required military service can complete their courses without prejudice under the same requirements that were in effect when they enrolled.

- 4.1 Retention of Course Work: All coursework completed by the student prior to being called to military service must be retained and counted toward the final grade upon the student's return.
- 4.2 Course Syllabus and Instruction Plan: The course syllabus or instructional plan in place at the time of enrollment will remain applicable, allowing the student to complete the course without changes to course requirements or objectives.
- 4.3 Reasonable Completion Time: When a student returns from military service, the time allotted to complete outstanding assignments or examinations will align with A&M-
Texarkana's Incomplete Grade policy as outlined in the [Academic Catalog](#). The students will have until the last day of the next long-term following their return to complete the required work. The Veteran Services manager will complete and route the Incomplete Grade Contract for the appropriate approvals.
- 4.4 Procedures for Non-Completion: If a student returning from military service fails to satisfactorily complete assignments or examinations within the designated time, the following options will apply:
 - 4.4.1 The grade will revert to the reversion grade specified on the Incomplete Grade Contract.
 - 4.4.2 The professor may offer the option to withdraw from the course.
- 4.5 Dispute Resolution Process: Any dispute related to this process should be addressed with the Director of Veteran Services. If resolution cannot be reached, the student can raise their concern with the VP of Student Life.

Related Statutes, Policies, or Requirements

[20 U.S. Code section 1091c, Readmission Requirements for Servicemembers](#)

[34 C.F.R. Pt. 668.18, Regulations under Readmission Requirements for Servicemembers](#)

[Tex. Educ. Code §51.844, Readmission of Certain Military Personnel to Graduate and Professional Programs](#)

[Tex. Educ. Code §51.9111, Excused Absence for Required Military Service](#)

[Tex. Educ. Code §51.9242, Readmission of Student Who Withdraws to Perform Active Military Service](#)

[Tex. Educ. Code §54.006, Refund or Adjustment of Tuition and Mandatory Fees for Dropped Courses and Student Withdrawals](#)

[Tex. Gov't Code, §437.001\(1\), State Military Forces and Veterans, Definitions 19](#)

[Tex. Admin. Code §4.8, Excused Absence for a Person Called to Required Military Service](#)

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

[TAMUT Academic Catalog](#)

Definitions

Click to view [Definitions](#).

Appendix

[Request for Military Excused Absence](#)

Contact Office

Provost and SVP for Academic Affairs
903-334-3004

Veterans Service Center
903-334-6602

System Approvals*

Approved for Legal Sufficiency:



R. Brooks Moore
General Counsel

10/3/2025
Date

Approved:



Glenn Hegar
Chancellor

10/6/25
Date

***System approvals are contingent upon incorporation of any and all System-required changes in the rule's final posting.**