



## Rule

### 13.99.99.L1 Military Leave and Service for Students

First Approved: December 4, 2025  
Next Scheduled Review: December 4, 2030

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#### Rule Statement and Reason for Rule

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Texas A&M International University (TAMIU) seeks to accommodate the needs of students whose call to military service prevents them from starting or continuing educational pursuits. The purpose of this rule is to describe the process for military leave and readmission rights due to military service. This rule provides additional guidance for compliance with federal and state law regarding students' educational rights when called for military service.

Military service means service (whether voluntary or involuntary) in the Armed Forces, including such service by a member of the National Guard or Reserve.

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#### Procedures and Responsibilities

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Federal law protects the readmission rights of students who withdrew from or were admitted to but did not begin attendance at TAMIU because of military service. 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. TAMIU provides military leave for students and, in the case of withdrawals, readmission to the university to eligible students in accordance with state and federal law.

1. Leave of Absence Due To Military Leave
  - 1.1 Students who must be absent for a reasonably brief duration (as defined in section 1.1.4) because of required military service, will be excused from those absences.
    - 1.1.1 A student must give advanced written or oral notice of military service, except as otherwise provided by law, to TAMIU's Veterans Affairs Office (VAO).
    - 1.1.2 The VAO will be the single point of contact responsible for receiving, documenting, and managing all notices. The VAO should ensure consistency in communication and serve as the primary liaison for any follow-up or additional information requests related to written or oral notices.

- 1.1.3 The student is responsible for providing satisfactory evidence to the VAO within 10 business days of their military assignment/deployment date, except as otherwise provided by law.
- 1.1.4 Students who are called to active military service must be excused from class. If military service is 25% or less of the total number of class meetings or the contact hours (not including the final examination period) for a specific course, the faculty member must work with the student to make up coursework, including exams. If military leave occurs during the final examination period, the student will be issued an incomplete grade and will have the opportunity to complete coursework.
- 1.2 If military leave is more than 25% or more of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course, the student and faculty will discuss the appropriate course of action which includes issuing an incomplete grade, taking a Leave of Absence (LOA), or withdrawing from the course.
  - 1.2.1 If an incomplete grade is issued, the student must initiate an Incomplete Grade Assignment Contract and obtain signatures from the faculty member, department chair, and dean. The form must be submitted to the Office of the Registrar. Unless military orders exceed one year, the student must complete missing coursework within 12 months from the date on the original contract. Should the student not complete coursework, the incomplete grade will be converted to a failing grade (F) through administrative action by the University Registrar.
  - 1.2.2 If the student takes a LOA, they must follow the [Student Leave of Absence \(SLOA\)](#) rule which allows students to take leave for two or more consecutive long semesters with no need to apply for readmission to the university.
    - 1.2.2.1 Students must initiate the LOA form, obtain signatures from the department chair and college dean, and then submit the form to the Office of the Registrar.
    - 1.2.2.2 To be eligible for a LOA, a student must be degree-seeking, registered during the semester immediately prior to beginning the LOA, be in good academic standing, and have no holds that would prevent registration.
    - 1.2.2.3 At the time of return, the student must continue to be eligible to register (i.e., have no enrollment restrictions such as account delinquency, disciplinary hold, or academic disqualification).
    - 1.2.2.4 A student returning earlier from LOA than originally stated should notify the Office of the Registrar as soon as possible, keeping in mind applicable deadlines such as advising, registration, financial aid, etc.
  - 1.2.3 Excused absences for required military service are not available when a student withdraws from the member institution to perform required military service.
    - 1.2.3.1 If the student decides to withdraw from courses at any time due to active

military service, TAMU will at the student's option, shall: (a) Refund the tuition and fees paid by the student for the semester in which the student withdraws; (b) 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 (c) as determined by the faculty, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material." To be eligible for these options, a student must produce a copy of their orders.

1.2.3.2 Withdrawals must be discussed with the VAO, and the student is required to complete the Withdrawal Form.

1.2.3.3 If the student cannot complete the Withdrawal Form by the deadline published by the Office of the Registrar, the student may request a late withdrawal.

## 2. Readmission Rights Following Release from Military Service

2.1. Federal law and Texas state law protect the readmission rights of students who withdraw from or were admitted to but did not begin attendance because of military service.

2.2. A student who withdraws from or is unable to attend TAMU because of military service has the right to prompt readmission, provided the student is otherwise eligible to register for classes, without payment of a reapplication fee.

2.3. The student will be readmitted to the same academic standing as at the time of withdrawal. This includes the restoration of any course credits or academic progress awarded prior to their departure for military service.

2.4. All course work completed by the student prior to being called to military service will be retained and counted toward the final grade upon the student's return.

2.5. TAMU will reinstate any financial assistance previously provided to the student. This is contingent on the student meeting the current eligibility requirements for the assistance, excluding requirements directly affected by the student's military service, such as continuous enrollment or similar timing conditions.

2.6. 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.

2.7. The student must submit written or oral notice of intent to return by TAMU's application deadline and within the timeline required by federal law. This notice must be submitted to the VAO to ensure eligibility for prompt readmission.

2.8. A student may be denied readmission if, after reasonable efforts to assist the student, TAMU determines the student is not prepared or unable to resume the program at the point where the student left.

## 3. Readmission Rights for Graduate and Professional Students Following Military Service

- 3.1. This section applies to graduate and professional students previously admitted to, or enrolled in, a graduate or professional program at a general academic teaching institution or a medical and dental unit.
- 3.2. Graduate and professional students, who were called to military service, regardless of the time elapsed since the individual's initial admission offer or withdrawal can: (a) be readmitted to the applicable graduate or professional program without submitting a new application; (b) apply credit toward the program for any coursework previously completed within the program; (c) use any standardized test scores previously submitted by the student for admission to the program; and (d) remain under the same academic catalog or degree plan assigned during the original admissions application.
4. Completion of Degree for Students Called to Military Service
  - 4.1 As per TAMIU's academic regulations, a student may have the privilege of being graduated according to the curricular requirements as stated in the catalog of the year in which they first registered for work in residence at a college/university, or they may be graduated under any later catalog of a year in which they registered for residence work, provided that requirements are met within five years of the date of the catalog chosen, and provided further that the institution offers courses listed as requirements in previous catalogs.
  - 4.2 Students who do not graduate in five years may appeal for a catalog extension.
5. Disputes
  - 5.1. Disputes over grades, including incomplete grades, and grievances against a faculty member will follow Article 4, Section 4.02 *Disputes Over Academic Matters*, of the TAMIU Student Handbook.
  - 5.2. Disputes over an LOA request should be submitted to the VAO which will inform the Office of the Provost. The Provost will make the final decision.
  - 5.3. Disputes over withdrawals and/or readmittance to the institution should be submitted to the VAO which will inform the Office of the Registrar. The Office of the Registrar will make a recommendation to the Provost who will make the final decision.

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## **Related Statutes, Policies, Regulations, or SAPS**

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[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](#)

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## **Definitions**

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See definitions in [System Regulation 13.99.99](#).

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## **Contact Office**

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Office of the Provost, 956.326.2240

Office of Admissions, 956.326.2200

Office of the Registrar, 956.326.2250

Office of Financial Aid, 956.326.2225

Veterans Affairs Office, 956.326.2249