

## Military Leave and Service for Students

Approved December 22, 2025

Next Scheduled Review: December 22, 2030



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### Rule Summary

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This rule is directed at accommodating the needs of Texas A&M University-Kingsville (TAMUK) military-affiliated students whose call to military service prevents them from starting or continuing their education program. This rule was developed to ensure compliance with federal and state laws and The Texas A&M University System (System) Regulation *13.99.99, Military Leave and Service for Students*, regarding students' educational rights when called to perform military service.

TAMUK will provide necessary adjustments to military-affiliated students who are in the process of admission, readmission, or withdrawal, in accordance with state and federal law.

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### Definitions

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Supporting Documents – Military orders, activation orders, and duty orders are official military instructions or written notification, certification, or verification from the servicemember's commanding officer, unit, or command. Discharge or separation documentation will be awarded through a certification of release or discharge from active duty and will include a DD-214 (Member 4 copy) or NGB-22, depending on the type of orders issued.

Additional definitions are found in System Regulation *13.99.99, Military Leave and Service for Students*.

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### Rule

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#### 1. GENERAL

- 1.1 Federal and State laws protect the readmission, absence, and withdrawal rights of military-affiliated students who have withdrawn, have been absent, or are unable to start at an institute of higher learning due solely to having received orders to perform active military service.

- 1.1.1 TAMUK is committed to compliance in readmitting students who withdrew due to receiving military orders in order to perform a period of active duty military

service and to excuse the absences of the student during their absence because of military service.

- 1.1.2 A student will initiate the process by contacting the Office of the Registrar with advanced oral and written notice of the expected absence or withdrawal and must provide supporting documentation. If the student is unable to notify the Office or the Registrar in a timely manner, they must provide additional documentation from their command confirming their limited communication.
- 1.1.3 The Office of the Registrar or the Military & Veteran Resource Center will be the designated offices for submission of notices (in section 1.1.2), with the Office of the Registrar having the final authority for approval.

## 2. STATE AND FEDERAL MILITARY SERVICE

### 2.1 Excused Absence Rights for Required Military Service

- 2.1.1 Students absent due to military orders or activation will be excused for those days absent as long as they do not exceed the maximum period defined in section 2.1.3 of this rule.
- 2.1.2 TAMUK requires submission of supporting documentation (issued by the student's unit, command, or military leadership with authority) to the Office of the Registrar or the Military & Veteran Resource Center. If orders require the student to suddenly leave campus without initiating the withdrawal process, the student is to contact the Office of the Registrar in writing via the TAMUK Military Withdrawal Form to execute the withdrawal process prior to the last class day of the withdrawing semester.
- 2.1.3 The maximum time for which a student may be excused is 25 percent 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 military service period.
- 2.1.4 If a student is enrolled in distance education, self-paced, or other asynchronous courses and chooses not to withdraw from the university, the student will be excused from attending classes or engaging in other required activities, including examinations (not including final examinations), during that period of time. The student must be allowed to complete (an) assignment(s) or take an examination(s) within a reasonable time after the absence.
- 2.1.5 The student's previously completed coursework will be retained, and the student will be able to complete the course under the same course requirements that were in effect when the student enrolled in the course. If the course requirements are not completed by the end of the semester, in which the student is called to active military service, the grade of incomplete (*I*) will be awarded. Normal academic regulations relating to grades of *I* will apply, as well as normal grade dispute resolution processes, in the event of such disputes.

- 2.1.6 Excused absences for students only apply while actively enrolled at TAMUK. If a student withdraws from TAMUK due to military activation orders, excused absences do not apply.

## 2.2 Readmission Rights for Military Service

- 2.2.1 A student who must withdraw from TAMUK due to military service or military orders will be eligible for readmission without additional payment of a reapplication fee.
- 2.2.2 The student will be readmitted to TAMUK with the same academic status at the time of the initial withdrawal unless the student wishes to re-enroll at a different enrollment status and be readmitted into the same program. The student may request to be reviewed for a different program.
- 2.2.3 To qualify for readmission post-service, a student must seek readmission within a cumulative total of no more than five years and provide supporting documentation of good standing upon discharge or release from military service.
- 2.2.4 The student must contact the Office of Admissions to submit a notice of intent to return by the application deadline for the appropriate calendar year. If the student was hospitalized due to a service-connected illness or injury, the student will have appropriate additional time equal to or equivalent to the time spent under hospitalization to submit the notice of intent to return.
- 2.2.5 A student may be denied readmission at TAMUK if the Office of Admissions finds that the student is unprepared or can no longer continue the program from which the student departed.

## 2.3 Academic Continuity and Completion for Students Called to Military Service

- 2.3.1 TAMUK must ensure that students called to military service can complete their academic coursework fairly and under the same requirements in effect at the time of their enrollment by providing;
  - (1) Retention of coursework: TAMUK will retain the grades or progress of coursework, exams, projects, and other graded material completed by the student before the date of military service activation. Upon return, the students previously completed coursework will be counted towards the final course grade. Returning students will not be required to complete any previously completed coursework unless they request to do so.
  - (2) Course Syllabus and Instructional Plan: The course syllabus or instructional plan in place at the time of the student's enrollment will remain applicable. The student will not be held responsible for changes made to course content, learning objectives, or grading structures while on military leave.

- (3) Reasonable Completion Time: Students returning from military service will be granted a minimum of one long semester (fall or Spring) to complete any missed assignments, assessments, or projects. Faculty may adjust this timeframe based on program-specific restrictions but must provide justification in writing with supporting documentation.
- (4) Procedures for Non-Completion: If a student is unable to complete the remaining coursework within the defined time, TAMUK must offer the following options if appropriate: Incomplete (I) grade, per university policy; final course grade based on completed work at the discretion of the instructor; withdrawal from the course without academic penalty; or other equitable academic accommodations as approved by the academic department.
- (5) Dispute Resolution Process: Students who encounter difficulty with course completion, faculty cooperation, or accommodations may file a dispute with the Dean of Students.

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## **Related Statutes, Policies, or Requirements**

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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](#)

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

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## **Appendix**

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[TAMUK Military Withdrawal Form](#)

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## Contact Office

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Military & Veteran Resource Center  
(361) 593-4421

Office of the Registrar  
(361) 593-2811

Office of Admissions  
(361) 593-2315