



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 77.16, Military Service

PURPOSE: The purpose of this HSC Operating Policy and Procedure (HSC OP) is to establish the requirements and process for all students who are members of active United States military under mandatory military obligations, and Reservists and members of the National Guard, or Texas State Guard who are unable to continue or complete academic coursework or other program requirements due to being called to required military service in response to U.S. military demands or an official declaration of emergency.

REVIEW: This HSC OP will be reviewed by May 1 of each odd-numbered year (ONY) by the Director of Veteran and Military Services, with recommended revisions forwarded through the Student Affairs Committee, Academic Affairs and Curriculum Committee, and Academics Council.

POLICY/PROCEDURE

1. Background

This policy aligns with the [Federal Student Aid Handbook's Volume 2, Chapter 3, Readmission of Service members](#), [Texas Administrative Code § 4.8 – Excused Absence for a Person Called to Required Military Service](#), [Texas Education Code § 51.911 Excused Absence for Active Military Service](#), and [Texas Education Code, Chapter 54. Sec. 54.006. Tuition and Fees](#).

An institution of higher education shall excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence.

2. Procedure

- a. A student called to required military service should notify their school and the Office of Veteran and Military Services as soon as reasonably possible.
- b. The student must provide documentation supporting the required military service to the appropriate faculty member or program director and the Office of Veteran and Military Services at: Veteran&MilitaryServices@ttuhsc.edu. Information regarding acceptable documentation and related submission processes is available through the [TTUHSC Veteran & Military Services website](#).

The school, program, and relevant administrative offices will work with the student to determine the most appropriate academic and enrollment option based on the duration of military service, course progression requirements, accreditation requirements, and the timing of the activation.

- c. The faculty must retain the syllabus for that course so that the student will be able to complete the course without prejudice and under the same course requirements that were in effect when the student enrolled in the course initially.
- d. Students who depart the institution for a period of time, regardless of reason, must be aware that state and federal responsibilities can change during the time a student is away. In cases of change, students are expected to adhere to the requirements in place at the time a student returns to TTUHSC enrollment and not what was true at the time of the departure.
- e. Concerns regarding the implementation of this HSC OP should first be addressed through the student's school or program administrative processes.
- f. Unresolved disputes arising from the implementation of this HSC OP may be referred to the Associate Provost for Student Affairs for review and resolution.

3. Student Options: Students called to required military service may elect one or more of the following options, as appropriate and feasible based on the nature of the program, accreditation requirements, and duration of service.

- a. **Excused Absence for Short-Term Military Duty:** Students participating in short-term required military duty may receive excused absences for class sessions, examinations, or other academic activities missed due to military obligations.

Excused absences related to required military service must not adversely affect the student's grade or standing in the course. Students remain responsible for completing missed assignments, examinations, clinical activities, or other course requirements as determined by the instructor or program.

b. Continued Enrollment and Course Completion: When feasible and academically appropriate, a student may continue enrollment and complete course requirements during or following the period of required military service. Class sessions, examinations, clinical experiences, or other academic activities missed due to required military service must be treated as excused absences and must not adversely affect the student's grade or academic standing. Students remain responsible for satisfying all essential course, clinical, laboratory, competency, and program requirements, as applicable. A final letter grade, passing grade, or course credit may be awarded only when, in the judgment of the faculty member and consistent with programmatic, accreditation, and licensure requirements, the student has:

- completed sufficient coursework;
- demonstrated satisfactory achievement of required learning outcomes and competencies; and
- met the academic standards necessary for successful course or program completion.

If the faculty member determines the student has completed sufficient academic work to satisfy course or program requirements, the student may receive credit for completion of the course or applicable program requirements.

c. Incomplete Grade: A student may be assigned a grade of Incomplete ("I") when the student is unable to complete course requirements due to required military service and the faculty member determines the student is otherwise performing satisfactorily in the course. The instructor must provide written conditions for removal of the Incomplete in accordance with institutional grading policies. If an Incomplete is assigned, tuition or fee credit will not be provided.

d. Military Leave of Absence: Students requiring an extended interruption in enrollment due to military service may request a military leave of absence in accordance with HSC OP 77.21 and applicable school procedures. Students receiving financial aid should be aware that military leave or changes in enrollment may affect state or federal financial aid eligibility, repayment obligations, satisfactory academic progress, or related requirements.

e. Withdrawal and Refund: A student may withdraw from one or more courses impacted by required military service and, when eligible under applicable law and institutional policy, receive a refund of applicable tuition and fees.

Students electing withdrawal under this provision must not receive a failing grade or other negative academic notation solely due to the military-related withdrawal. Refunds and financial adjustments remain subject to applicable state and federal financial aid requirements.

- f. Readmission Following Military Service:** Students returning following qualifying military service will be considered for prompt readmission in accordance with applicable federal and state law and institutional policy.

Students seeking readmission following military service must provide appropriate notice and documentation as required by the institution and listed on the [TTUHSC Veteran & Military Services website](#). Readmission under this policy restores the student to the academic standing, enrollment status, and earned academic credit held at the time the student withdrew for military service unless otherwise required by law, accreditation standards, licensure requirements, or program requirements. Students who were on academic probation, warning, or other academic status at the time of withdrawal will return under that same status.

Military service may interrupt sequential, cohort-based, clinical, experiential, or competency-based educational activities, including but not limited to clinical rotations, clerkships, simulations, laboratory activities, patient-contact hour requirements, or other program-specific competencies.

Upon return from qualifying military service, the school or program will work collaboratively with the student to develop an individualized academic or clinical reentry plan, as appropriate. Reentry planning may include course sequencing, clinical placement availability, competency reassessment, patient safety considerations, accreditation standards, licensure requirements, and other programmatic requirements necessary for progression or graduation.

Nothing in this HSC OP guarantees immediate placement into a specific course, clerkship, clinical rotation, or cohort when such placement is limited by accreditation, contractual, clinical site, patient safety, or operational requirements.

Readmission following qualifying military service will be administered in accordance with applicable federal law and institutional policy, including [Chapter 3 of Volume 2 of the Federal Student Aid Handbook](#). Refer to the [U.S. Department of Education Institutional Readmission Requirements for Service members](#) for additional information.

- 4. Active-Duty Spouses:** Students whose spouse has been called to required military service may request consideration for the academic and enrollment options outlined in this HSC OP, as applicable and feasible.

Requests will be evaluated on an individualized basis in consideration of the student's circumstances, programmatic requirements, accreditation standards, clinical placement availability, and other institutional obligations.