



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Veterans Resource Center

Internal Policy 01.06, Military Service

PURPOSE: The purpose of this Texas Tech University Health Sciences Center (TTUHSC) Veterans Resource Center (VRC) policy 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 member of the National Guard, or Texas State Guard unable to complete a semester due to being called to required military service as a result of U.S. military demands or an official declaration of emergency.

REVIEW: The policy will be reviewed by May 1 of each odd-numbered year (ONY) by the Director of Veteran & Military Services.

POLICY/PROCEDURE

1. Background

This policy aligns with the [Federal Student Aid Handbook's Volume 2, Chapter 3, Readmission of Servicemembers](#), [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](#):

a. 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. The student should immediately file a request for a leave of absence/withdrawal with the dean of the appropriate school in which the student is enrolled.
- b. The student should immediately notify the faculty/program director providing proof of training schedule, official orders, or letter from the member's unit, indicating the specific dates of service, to the faculty/program director, and the Director of Veteran & Military Services.
- 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. The Associate Provost for Student Affairs will settle any disputes arising from this process.

3. Options

- a. **Withdrawal** - The student may withdraw from one or more courses for which tuition and fees have been paid that are attributable to the courses and receive a full refund of tuition and fees. The tuition and fees must be credited to the student's account at the postsecondary institution. Any refunds are subject to the requirements of the state or federal financial aid programs or origination.

Students receiving financial aid who choose this option should be made aware that they may be liable for any required refunds of state or federal financial aid funds. In such a case, the student must not receive credit for the courses and must not receive a failing grade, an Incomplete, or other negative annotation on the student's record, and the student's grade point average must not be altered or affected in any manner because of action under this item.

Readmission - In alignment with [Chapter 3 of Volume 2 of the Federal Student Aid Handbook](#), Readmission of Servicemembers, the institution "must promptly readmit a service member with the same academic status they had when last attending the school or accepted for admission to the school", without penalty or re-determination of admission eligibility within two years following release from active military service. Refer to the [U.S. Department of Education Institutional Readmission Requirements for Servicemembers](#) for additional information.

Notice of intent to return must be provided by the servicemember not later than three years after the completion of the period of service. It may be oral or written and must be provided to an office designation by the institution, but an institution may not require that the notice any particular format. For a servicemember who is hospitalized for or convalescing from an illness or injury incurred in, or aggravated during, the performance of service, notice must be provided not later than two years after the end of the period that is necessary for recovery from such illness or injury.

A servicemember who fails to provide notice of intent to return within the applicable time period does not automatically forfeit eligibility for readmission to an institution, but is subject to the institution's established leave of absence policy and general practices.

In addition to providing notice, the servicemember must provide documentation to establish that—

- a. Student has not exceeded the cumulative five-year limit on absences from the Institution; and
- b. Eligibility for readmission has not been terminated

Documents that may be used for this purpose include:

- a. DD (Department of Defense) 214 Certificate of Release or Discharge from Active Duty.
- b. Copy of duty orders prepared by the facility where the orders were fulfilled carrying an endorsement indicating completion of the described service.
- c. Letter from the commanding officer of a Personnel Support Activity or someone of comparable authority.
- d. Certificate of completion from military training school.

e. Discharge certificate showing character of service.

f. Copy of extracts from payroll documents showing periods of service.

g. Letter from National Disaster Medical System (NDMS) Team Leader or Administrative Officer verifying dates and times of NDMS training or Federal activation.

The types of documents necessary will vary from case to case. Not all of these documents are available or necessary in every instance. An institution may not delay or attempt to avoid readmission of a servicemember by demanding documentation that does not exist, or is not readily available, at the time of readmission.

- b. **Incomplete** - The student may be given a grade of Incomplete (I) only when coursework is satisfactory in quality but due to reasons beyond his/her control, has not been completed. The faculty member assigning the grade, will stipulate in writing at the time the grade is given, the conditions under which the I may be removed. If an I is granted, no tuition credit will be given. The I will become an F after one calendar year, so caution should be exercised when assigning this grade. Course completion may be accomplished by independent student or by retaking the course without payment of tuition. Under federal financial aid policies, a course that is retaking in this manner may not be counted towards a student's enrollment load.
- c. **Complete course(s)** - The student may continue and complete the course for full credit. Class sessions the student misses due to performance of active military service must be counted as excused absences and must not be used in any way to adversely impact the student's grade or standing in the class. Any student who selects this option is not, however, automatically excused from completing assignments due during the period the student is performing active military service.

A letter grade or a grade of pass must be awarded only if, in the opinion of the faculty member teaching the course, the student has completed sufficient work and has demonstrated sufficient progress toward meeting course requirements to justify the grade. If, in the instructor's judgement, the student has completed sufficient course requirement to earn a grade of C or better, the student may be given credit for completion of a course.

4. Active-Duty Spouses

- a. Those students whose spouse has been called to required military obligation may seek temporary accommodation through their respective course faculty member.