

13.99.99 Military Leave and Service for Students



Revised [April 23, 2025](#)

Next Scheduled Review: April 23, 2030

Click to view [Revision History](#)

Regulation Summary

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

Definitions

Click to view [Definitions](#).

Regulation

The A&M System provides military leave from and, in the case of withdrawals, readmission to the universities (academic institutions) 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 member institution because of the service in the uniformed services. 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.
 - 1.1.1 The A&M System 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.
 - 1.1.2 A student must give advanced oral or written notice of an absence, except otherwise provided by law.
 - 1.1.3 One or more offices must be designated for a student service member to contact to provide the notices in section 1.1.2.

- 1.1.4 All members are required to establish clear parameters for providing oral notice, including the designation of a single point of contact who will be responsible for receiving, documenting, and managing all oral notices. This designated contact should ensure consistency in communication and serve as the primary liaison for any follow-up or additional information requests related to oral notices.

2. State and Federal Military Service

2.1 Excused Absence Rights for Required Military Service

- 2.1.1 Students who must be absent for a reasonably brief duration (as defined in section 2.1.3) because of required military service and do not withdraw, will be excused for those absences.
- 2.1.2 The member institution will require documentation of the fact and duration of the required military service, such as orders or a letter from the unit command.
- 2.1.3 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 course in which the student is currently enrolled at the beginning of the period of required military service.
- 2.1.4 Excused absences for required military service are not available when a student withdraws from the member institution to perform required military service.
- 2.1.5 System academic institutions must develop a rule that complies with state law giving servicemembers excused absence rights for required military service.

2.2 Readmission Rights for Military Service

- 2.2.1 A student who withdraws from or is unable to be in attendance at the member institution 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.
- 2.2.2 In most cases, a student is, as applicable, readmitted to the member institution with the same academic standing as at the time of withdrawal.
- 2.2.3 To qualify for readmission after military duty, pursuant to section 2.2, a student must be withdrawn for a cumulative total of no more than five (5) years and provide evidence of discharge or release under honorable conditions.
- 2.2.4 The student must submit a notice of intent to return by the application deadline designated by the member institution and within the timeline required by federal law. This notice must be submitted to the office designated by the member institution to ensure eligibility for prompt readmission.

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

2.2.6 System academic institutions must develop a rule that complies with state and federal law giving servicemembers readmission rights for military service.

2.3 Readmission Rights Following Release from Military Service

2.3.1 For any academic term that begins after the date a student described in Section 2.2 is released from military service, the member institution must readmit the student, provided the student is otherwise eligible to register for classes.

2.3.2 Upon readmission, the member institution must:

- (1) Reinstate any financial assistance previously provided to the student 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.
- (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.

2.4. Readmission Rights for Graduate and Professional Students Following Military Service

2.4.1. This section applies to any individual who:

- (1) Was previously offered admission to, or enrolled in, a graduate or professional program at a general academic teaching institution or a medical and dental unit;
- (2) Did not initially enroll in, or withdrew from, the program due to service in the uniformed services;
- (3) Seeks readmission to the program following their military service under Subdivision (2).

2.4.2 The member institution must, regardless of the time elapsed since the individual's initial admission offer or withdrawal:

- (1) Readmit the individual to the applicable graduate or professional program without requiring a new application;
- (2) Apply credit toward the program for any coursework previously completed by the individual within the program; and
- (3) Accept any standardized test scores previously submitted by the individual for admission to the program, without requiring a new test score.

2.5 Academic Continuity and Completion for Students Called to Military Service

2.5.1 Each institution must adopt a rule ensuring that students called to required military service are able to complete their courses without prejudice and under the same requirements that were in effect when they enrolled. This rule must include:

- (1) Retention of Course Work: All course work 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.
- (2) Course Syllabus and Instructional 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.
- (3) Reasonable Completion Time: A reasonable time frame after the student's return from military service will be defined for the completion of outstanding assignments and examinations.
- (4) Procedures for Non-Completion: The policy will specify procedures for cases where a student does not satisfactorily complete assignments or examinations within the designated time, including options for grading or course withdrawal as appropriate.
- (5) Dispute Resolution Process: The institution must provide a process for resolving disputes related to this policy, ensuring that student concerns are addressed in a fair and timely manner.

Related Statutes, Policies, or Requirements

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

[34 C.F.R. § 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](#)

Member Rule Requirements

A rule is required to supplement this regulation (see Sections 2.1.5 and 2.2.6)

Contact Office

Academic Affairs
(979) 458-6070