

FREQUENTLY ASKED QUESTIONS

ACTIVE-DUTY REQUEST FOR LEAVE AND/OR WITHDRAWAL



WHY DO I HAVE TO GO THROUGH THIS OFFICIAL PROCESS?

Completing the Active-Duty Request for Leave and/or Withdrawal process guarantees your current enrollment status is retained while on military leave. If withdrawal is required, completing this process also ensures your readmission to the same college/major, in the same academic standing in which you left. When withdrawal is not required, the process makes certain any absences incurred because of military leave are excused.

HOW WILL I KNOW IF I NEED TO WITHDRAW FROM MY COURSES?

The [Military Admissions Office](#) will verify your orders and review the different options available to you based on the duration of your leave. Possible options include short-term absence, incomplete grades for the semester, or withdrawal. Your readmission process, if necessary, will also be discussed during the initial meeting. The ultimate determination for your best course of action will be made during your meeting with the college dean or other designated college official.

DO I HAVE TO APPLY FOR READMISSIONS?

In most cases, if you were a degree seeking student, withdrew from classes and did not complete a long semester (either fall or spring), or did not enroll for the previous long semester, you are required to apply for readmission. However, if you withdrew after census, you would not be required to reapply. Policies for undergraduate and graduate programs vary. The Military Admissions Office will assist you with determining if readmission is necessary and advise you on the readmission process.

WHAT HAPPENS IF I'M ANTICIPATING ORDERS BUT HAVE NOT RECEIVED THE OFFICIAL DOCUMENTS?

If you know you're getting orders but have not yet received them, a letter/email from your commanding officer that identifies you, your time of deployment, projected deployment and date of return should be emailed to militaryadmissions@tamu.edu. This information may be used to initiate leave/withdraw process until official orders are received. The signature block on the email should include contact information of the commanding officer with the unit phone number for verification. Official orders are still required to complete the process.

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HOW LONG DO I HAVE TO MAKE UP “INCOMPLETE” COURSEWORK?

For those students requesting “Incompletes”, the University will extend the time allotted to you to complete the course requirements through the end of the first long semester (Fall or Spring) in which you enroll following your return from active military service.

DO I GET A REFUND IF I CHOOSE TO TAKE “INCOMPLETES” IN MY COURSEWORK?

No, you do not receive a refund because you are still technically enrolled in the coursework. There is an expectation that you will finish the coursework and earn a grade by the end of the first long semester in which you enroll following your return from active military service. If you choose to receive incompletes, you do not need to re-enroll in those courses to complete the course requirements.

IF I WITHDRAW FROM MY COURSES, DO I RECEIVE A REFUND?

Yes, if you meet the requirements for a military withdrawal, you will receive a full refund of tuition. You will also receive a prorated refund of charges for optional services such as housing, parking, etc.

HOW DO I RECEIVE A REFUND FOR MY COURSES?

The Registrar will provide necessary information to Student Business Services (SBS). SBS will coordinate any refunds with Financial Aid and other departments providing optional services.