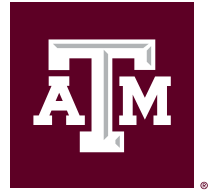


INSTRUCTIONS

ACTIVE-DUTY REQUEST FOR LEAVE AND/OR WITHDRAWAL



This process is in place for all current students who receive military orders. Students are required to provide notification and documentation even if they are in between semesters.

1. CONTACT MILITARY ADMISSIONS

- Email: MilitaryAdmissions@tamu.edu
- Phone: (979) 458-6933
- They will help you:
 - Decide if withdrawing is necessary. Sometimes, you might be able to complete your coursework instead.
 - Connect with the appropriate college representative.
 - Verify your activation orders. You must provide a copy of these orders before any action can be taken.

2. NOTIFY YOUR ACADEMIC DEAN:

- Contact your academic dean or college representative to:
 - Inform them of your leave
 - Provide a copy of your orders
 - Get their signature on the withdrawal form
- If you need to leave campus quickly and cannot start or finish the withdrawal process, contact Military Admissions for assistance. They will work with the dean on your behalf.

3. CHOOSE YOUR PLAN OF ACTION:

- **Option A:** Work with your professors to complete coursework within a set timeframe, usually within two weeks of your return.
- **Option B:** Request an “Incomplete” grade for the semester, allowing you to finish the coursework when you return. Note: If you’ve completed most of the coursework, you may receive a final grade based on your performance.
- **Option C:** Withdraw from all your courses for the semester.

4. SUBMIT THE WITHDRAWAL FORM:

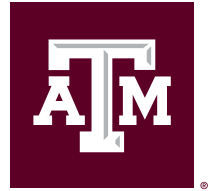
- After getting the necessary signatures from your dean, return the completed withdrawal form to Military Admissions. They will process it with the Registrar’s Office.

5. RETURNING TO TEXAS A&M:

- Contact [Military Admissions](mailto:MilitaryAdmissions@tamu.edu) when you are ready to return to review the readmission process.

FORM

ACTIVE-DUTY REQUEST FOR LEAVE AND/OR WITHDRAWAL



I am requesting approval for a military leave and/or military withdrawal from Texas A&M University due to being called to active military service, as outlined in my military orders, which I have submitted to Military Admissions and the Office of the Dean of my academic college.

Please indicate your choice below:

☐ **I WILL COORDINATE WITH MY PROFESSORS TO COMPLETE COURSEWORK WITHIN A SPECIFIED TIMEFRAME UPON MY RETURN FROM ACTIVE MILITARY SERVICE.**

☐ **I REQUEST THAT MY CURRENT SEMESTER COURSES BE MARKED AS “INCOMPLETE.” THIS STATUS ALLOWS ME TO FINISH COURSE REQUIREMENTS AFTER RETURNING FROM ACTIVE MILITARY SERVICE.**

☐ *I also understand that by choosing this option means I will not receive a refund for tuition and required fees, but I will receive a prorated refund for optional services.*

☐ **I REQUEST TO WITHDRAW FROM MY CURRENT SEMESTER COURSES. I UNDERSTAND THAT I WILL NOT RECEIVE CREDIT FOR THESE COURSES.**

☐ *I also understand that by choosing this option means that a full refund of tuition and required fees and a prorated refund of charges for optional services will be made.*

☐ **I AM PROVIDING NOTIFICATION AND DOCUMENTATION TO CONFIRM THAT I AM NOT RETURNING FOR THE NEXT LONG SEMESTER (FALL OR SPRING). I UNDERSTAND THAT I AM NOT WITHDRAWING BECAUSE THE SEMESTER HAS NOT YET STARTED; HOWEVER, I WILL BE REQUIRED TO APPLY FOR READMISSION.**

NOTE: The option selected will apply to all courses you are currently enrolled in. You cannot choose to mark some courses as “Incomplete” and withdraw from others.

Student Signature

Date

Student UIN:

Department Signature

Date

Military Admissions Signature

Date