

## 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](mailto: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*

\_\_\_\_\_  
*Department Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Military Admissions Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student UIN:*