

13.99.99.W1.01 Military Leave and Service for Students Procedure

Approved September 16, 2024

Next Scheduled Review September 16, 2029



Procedure Summary

West Texas A&M University (WTAMU) is proud of our United States service members and will seek to accommodate the needs of students whose call to military service prevents them from starting or continuing educational pursuits. This procedure describes the process for Military Leave and Service for Students.

Procedure

1. The student has applied and was admitted to WTAMU but was called to required active military service and cannot attend.
 - 1.1. If the student is registered for courses, they need to fully withdraw from the affected term to avoid charges before the start of term.
 - 1.1.1. Any associated reapplication fees will be waived.
 - 1.2. The student must provide a written notice of intent and submit it along with supporting documentation, such as military orders, to the Office of Admissions and the Office of Military and Veteran Services.
2. The student is called to required military service, for a period of no more than 25% of the total number of class meetings or contact hour equivalent and doesn't want to withdraw.
 - 2.1. The student must first contact course instructors to request reasonable accommodations, and submit an "Absence Notification Request," along with applicable supporting documents, such as military orders, to the Office of Student Affairs and the Office of Military and Veteran Services.
 - 2.2. If the student has concerns working with their professors for reasonable accommodations, the student should notify Student Affairs regarding their concerns.

- 2.3. The absences will be excused in no more than 25% of the total number of class meetings (or contact hour equivalent) for the term the student is enrolled in at the beginning of the period of required active military service.
3. The student is called to required military service and chooses to withdraw.
 - 3.1. The student will need to submit the "Absence Notification Request," along with applicable supporting documentation, such as military orders.
 - 3.2. The Office of the Registrar makes the final determination regarding the withdraw process, so all relevant documentation needs to be submitted along with the withdraw request.
 - 3.3. The student must also contact the Office of Military and Veteran Services to discuss changes to their benefits.

Related Statutes, Policies, or Requirements

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

[34 C.F.R. Pt. 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](#)

[Texas A&M System Regulation 13.99.99](#)

WTAMU Rule 13.99.99.W1

Definitions

See definitions in most current version of [System Regulation 13.99.99](#)

Appendix

None

Revision History

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Contact Office

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Division of Student Affairs
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Approval Office

Office of the President
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Approval Signature

Walter V. Wankel

9/16/24

President/CEO

Date