

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 77.16, Military Service

PURPOSE: The purpose of this HSC Operating Policy and Procedure (HSC OP) is to establish the requirements and process for all students who are members of active United States military under mandatory military obligations, and Reservists and members of the National Guard, or Texas State Guard unable to complete a semester due to being called to required military service as a result of U.S. military demands or an official declaration of emergency.

REVIEW: This HSC OP will be reviewed by May 1 of each odd-numbered year (ONY) by the Director of the Veterans Resource Center with recommended revisions forwarded through the Associate Provost for Student Affairs by June 15th.

POLICY/PROCEDURE

1. Background

In accordance with Texas Education Code § 51.911 Excused Absence for Active Military Service, this section applies only if:

- a. a student enrolled in an institution of higher education fails to attend classes or engage in other required activities because the student is called to required military service that is of a reasonably brief duration, and
- b. the student chooses not to withdraw as authorized by Section 54.006

An institution of higher education shall excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence.

2. Procedures

In accordance with Texas Administrative code Rule § 4.8

- a. The student should immediately file a request for a leave of absence/withdrawal with the dean of the appropriate school in which the student is enrolled.
- b. The student is required to provide proof of training schedule, official orders, or letter from the member's unit, indicating the specific dates of service, to the Director of the Veterans Resource Center.

The student should consult with the faculty director of each course to determine the grade to be awarded.

- c. The faculty must retain the syllabus for that course so that the student will be able to complete the course without prejudice and under the same course requirements that were in effect when the student enrolled in the course initially.
- d. The Associate Provost for Student Affairs will settle any disputes arising from this process.

3. Options

- a. The student may withdraw from one or more courses for which tuition and fees have been paid that are attributable to the courses and receive a full refund of tuition and fees. The tuition and fees must be credited to the person's account at the postsecondary institution. Any refunds are subject to the requirements of the state or federal financial aid programs of origination.

Students receiving financial aid who choose this option should be made aware that they might be liable for any required refunds of state or federal financial aid funds. In such a case, the student must not receive credit for the courses and must not receive a failing grade, an

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