

13.99.99.T1 Military Leave and Service for Students



Approved: April 30, 2026
Next Scheduled Review: April 30, 2031

Rule Summary

Tarleton State University (Tarleton State) seeks to accommodate the needs of students whose call to military service prevents them from starting or continuing to attend school. In accordance with state and federal law and requirements outlined in The Texas A&M University System (System) Regulation *13.99.99, Military Leave and Service for Students*, Tarleton State grants readmission to eligible students who withdraw due to service in the uniformed services or active military service and allows excused absences for students who are absent solely because of required military service for a reasonably brief duration.

This rule is required by and supplements System Regulation 13.99.99 and provides guidance for compliance with federal and state law regarding Tarleton State students' educational rights when called for military service.

Definitions

Refer to System Regulation 13.99.99 [Definitions](#).

Rule

1. RESPONSIBILITIES

1.1 The Registrar's Office is designated as Tarleton State's contact for notices required by System Regulation 13.99.99. The Associate Registrar for records and registration is herein designated as the single point of contact responsible for receiving, documenting, managing all oral notices, ensuring consistency in communication, and serves as the primary liaison for any follow-up or additional information requests related to oral notices.

1.2 To qualify for excused absences for required military service, a student must:

- (a) give advanced oral or written notice of an absence to the Associate Registrar for Records and Registration by calling the [Registrar's Office](#) or emailing registrar@tarleton.edu;

- (b) be absent for a reasonable brief duration (as defined by section 2.1.3 of System Regulation 13.99.99); and
- (c) provide documentation of the fact and duration of the required military service to the Registrar's Office, such as orders or a letter from the unit command, to be excused for required military service.

1.3 Pursuant to System Regulation 13.99.99, to qualify for a right to prompt readmission to Tarleton State after military duty without payment of an application fee and same academic standing at the time of withdrawal, a student must:

- (a) give advanced written notice of withdrawal due to service in the uniformed services or active military service to the Registrar's Office by emailing registrar@tarleton.edu;
- (b) be withdrawn for a cumulative total of no more than five years and provide evidence to the Registrar's Office of discharge or release under honorable conditions; and
- (c) notify the Registrar's Office of intent to return by the application deadline to the Registrar's Office.

1.4 Faculty, staff, and students will abide by the requirements outlined in this rule, System Policy 13.99.99, and related state and federal laws.

2. PROCEDURES

2.1 Registrar

2.1.1 Excused Absences for Required Military Service

Upon receipt of a student's oral or written notification and documentation of required military service necessitating an excused absence, the Registrar will confirm the absence is for a reasonable brief duration (as defined by section 2.1.3 of System Regulation 13.99.99) and notify the student in writing, with a copy to Veterans Services, if the request does or does not meet the qualifications for an excused absence for required military service. If the absence is determined by the Registrar's Office to meet the qualifications for an excused absence, the Registrar's Office will notify the student's instructor(s) of record, with a copy to the student, of the student's excused absence including information regarding the regulatory requirements related to the excused absence.

2.1.2 Withdrawals Due to Service in the Uniformed Service or Activity Military Service

Upon receipt of a student request and documentation for military withdrawal, the Registrar's Office will:

- (a) acknowledge receipt of the request in writing, with a copy to Veterans Services, and provide information and resources to the student regarding military withdrawals;
- (b) notify instructor(s) of record;

- (c) officially withdraw the student from the university;
- (d) document the military withdrawal in the student's record; and
- (e) when applicable, initiate the refund process through Business Services.

2.1.3 Readmission

Upon receipt of a student's notice of intent to return and evidence of release or discharge from military duty under honorable conditions, the Registrar's Office will confirm the student meets the qualifications for readmission pursuant to System Regulation 13.99.99 and this rule and notify the student in writing, with a copy to Veterans Services, as to whether their readmission meets or does not meet the required qualifications. The Registrar's Office will take any necessary actions to ensure students who qualify are readmitted in accordance with federal and state laws, System Regulation 13.99.99, and this rule.

2.2 Instructors of Record

2.2.1 Excused Absences for Required Military Service

Instructors of record for students with excused absence(s) due to required military service:

- (a) will retain all course work completed by the student prior to being called to military service and allow it to count toward the final grade upon the student's return;
- (b) will ensure the course syllabus or instructional plan is in place at the time of enrollment will remain applicable, allowing the student to complete the course without changes to course requirements or objectives;
- (c) will provide a reasonable time frame, after the student's return from military service, in writing to the student for the completion of outstanding assignments and examinations; and
- (d) for cases where a student does not satisfactorily complete assignments or examinations, may grant an incomplete upon approval of the respective dean. If the student has completed a substantial amount of work required for their course(s), instructor(s) of record may submit a final grade for the student.

3. DISPUTE RESOLUTION PROCESS

3.1 A student may dispute decisions or actions related to this rule that include, but are not limited to:

- (a) denial of excused absences required for military service;
- (b) denial of military withdrawal designation;
- (c) grading or other classroom actions of faculty related to military absence;
- (d) denial of readmission to the university after military withdrawal; and
- (e) educational funding implications related to military absence or withdrawal.

3.2 Students choosing to dispute a decision or action related to this rule should submit a Tarleton State [Student Complaint Form](#), available on the Dean of Students Administrative Office's [website](#). The complaint should include:

- (a) a description of the decision or action being disputed;
- (b) the relief or resolution sought; and
- (c) any relevant supporting documentation (e.g., military orders, correspondence, academic records, etc.).

3.3 Intake, Screening, and Routing of Disputes (Dean of Students Administrative Office)

Upon receipt of the complaint, the Dean of Students Administrative Office will:

- (a) review the submission for completeness and jurisdiction;
- (b) determine the appropriate office(s) responsible for review based on the nature of the complaint, which may include, but is not limited to:
 - Registrar's Office;
 - academic college or department;
 - Business Services;
 - Financial Aid; or
 - other appropriate administrative unit; and
- (c) within 10 business days of receipt of the complaint, notify the student in writing of:
 - the office to which the complaint has been routed; and
 - the expected timeline for review.

3.4 Initial Administrative Review (Designated Office)

The designated office identified in 3.3(b) will:

- (a) conduct a good-faith review of the dispute;
- (b) examine relevant records and documentation;
- (c) review applicable policies;
- (d) consult with involved parties as needed; and
- (e) within 20 business days of receiving the routed complaint, provide a written decision to the student, with a copy to the Dean of Students Administrative Office. If additional time is required due to complexity or need for additional information, the student will be notified in writing of a revised timeline.

3.5 Administrative Appeal (Final Review)

If the student disagrees with the initial determination, the student may request further review in writing to the Associate Provost for Student Academic Success and Achievement (Associate Provost) or designee within 10 business days of the decision. The Associate Provost or designee will:

- (a) affirm the original decision;
- (b) modify the decision; or
- (c) remand the matter for further review.

The decision of the Associate Provost (or designee) is final.

3.6 Recordkeeping

The Office of the Dean of Students will maintain records of all disputes filed under this section in accordance with System Regulation *61.99.01, Retention of State Records*, and Tarleton State SAP 61.99.01.T0.01, *Records Management*.

Related Statutes, Policies, or Requirements

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

[34 C.F.R. § 668.18, Regulations under Readmission Requirements for Servicemembers](#)

[Tex. Educ. Code §51.844, Readmission of Certain Military Personnel to Graduate 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 Part 1 Chapter 4 Subchapter A §4.8, Excused Absence for a Person Called to Required Military Services](#)

[System Regulation 13.99.99, Military Leave and Service for Students](#)

[System Regulation 61.99.01, Retention of State Records](#)

[Tarleton State SAP 61.99.01.T0.01, Records Management](#)

Contact Office

Registrar's Office
254.968.9121