13.99.99.C1 Military Service Absences and Readmission Rights for Students

Approved: December 12, 2025
Next Scheduled Review: December 12, 2030

Rule Summary

Texas A&M University-Corpus Christi (TAMU-CC) seeks to accommodate the needs of students whose call to military service prevents them from attending the university. This rule provides students with guidance for excused absences and readmission rights related to required military service. This rule should be read in conjunction with System Regulation *13.99.99, Military Leave and Service for Students*.

Definitions

See System Regulation *13.99.99, Military Leave and Service for Students*, for definitions of types of military service covered in this rule.

Rule

1. GENERAL

    1.1. Students should request a meeting with the Dean of Students Office to give in-person oral notice of any absences connected to their military service unless there is a military necessity that prevents advance notice from being given. Advanced notice may also be given in writing by emailing the Dean of Students Office at deanofstudents@tamucc.edu.

    1.2. Students seeking readmission after an absence connected to their military service of more than one year should contact the Dean of Students Office for assistance within 30 days of release from the required military service.

2. EXCUSED ABSENCES FOR REQUIRED MILITARY SERVICE

    Students' excused absences resulting from required military service must request an appointment with the Dean of Students Office and submit a copy of their military orders or letter from the unit command listing the duration of the required military

service. An assigned case manager will verify the absence(s) and provide notification to the student's faculty members while working with the Office of the University Registrar to grant the excused absence(s).

3. READMISSION RIGHTS FOR STUDENT AFTER MILITARY SERVICE

3.1. Students seeking readmission after military service of more than one year are required to submit a readmission application (see TAMU-CC Admissions website), along with a copy of their military orders or letter from the unit command listing the duration of the required military service. The documentation will serve as a fee waiver for the application fee. The completed application and required documents will be submitted to Undergraduate Admissions or Graduate Admissions as appropriate. Students are encouraged to work with admissions counselors throughout the process. If the absence is less than a year, students should contact the Office of the University Registrar for reinstatement. Additional information on military readmission can be found on the Military and Veteran Services' benefits website.

3.2. Students must submit a notice of intent to return at least 30 days prior to enrollment and have up to 12 months from the date of their return from military service to seek readmission.

3.3. Upon readmission, students will be granted the same academic status held prior to being called to military service, including the restoration of credits.

3.4. Any financial assistance provided to students prior to being called to military service will be reinstated if current eligibility requirements are met. Eligibility requirements directly affected by the military service leave (e.g., continuous enrollment) will be excluded.

4. ACADEMIC CONTINUITY AND COMPLETION

4.1. All coursework completed by students prior to being called to military service will be retained by the Office of the Dean/Director of the academic unit (e.g. college, school) housing the student's major in accordance with The Texas A&M University System Records Retention Schedule (see Appendix). Course syllabi and instructional plan(s) in effect prior to being called to military service will still apply.

4.2. Upon readmission and enrollment, students will have until the end of the term to complete any outstanding assignments and/or examinations. Failure to satisfactorily complete these assignments and/or examinations by the end of the term will result in a failing grade.

5. APPEALS

Students wishing to appeal decisions related to this rule should contact the Office of the Dean/Director in the academic unit in which the course(s) were taught within 14 days of the end of the term. Students may also consult with the Student Ombuds.

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
System Regulation *13.99.99, Military Leave and Service for Students*

Appendix

The Texas A&M University System Records Retention Schedule

Contact Office

Contact for Clarification and Interpretation:	Dean of Students Office 361.825.6219