

MANUAL OF POLICY

Title	Students Called to Active Military Duty	3331
Legal Authority	By Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated March 13, 2003	

In accordance with Texas Higher Education Coordinating Board Rules, South Texas College will adhere to the following regarding students called to active military duty:

If a student withdraws because the student is called into active military service, the institution, at the student's option, shall:

- (1) refund the tuition and fees paid by the student for the semester in which the student withdraws;
- (2) grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or
- (3) as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material

Initiation of Military Withdrawal

It is the student's responsibility to initiate the withdrawal process. The College is not responsible for any liabilities incurred as result of the student's failure to officially withdraw from the College. Students whose circumstances require them to discontinue attending a course should promptly take steps through the Office of Admissions and Records to officially withdraw from it. Failure to withdraw properly will result in a grade of "F" in the course.