



PH (361) 5932811\* FAX (361) 5932195  
www.tamuk.edu

REQUEST FOR WITHDRAWAL -- CALLED TO ACTIVE MILITARY SERVICE

I hereby request that a military withdrawal from Texas A&M University-Kingsville be approved based on my being called to active military duty as established in my military orders, which I have provided herewith to the Office of the Registrar.

BBB, BUHTXHVW WKDW P\ FRXUVHV IRU WKH FXUUHQW VPHVWHU EH SODFH determined by the instructor, I may be assigned an appropriate final grade if the instructor determines that I have satisfactorily completed a substantial amount of coursework and I have demonstrated sufficient mastery of the course PDWHULDO , XQGHUVWDQG WKDW KDYLQJ FRXUVHV ~~See the Course Requirements~~ P S O upon my return from active duty. I understand that under this option, no refund of tuition and required fees will be provided; however, a prorated refund of charges for optional charges will be made.

\_\_\_\_ I request that my courses for the current semester be dropped with no record. I understand that I will receive neither grades nor credit for having taken these courses. I understand that a full refund of tuition and required fees and a prorated refund of charges for optional services will be made.

1RWH , Q PDNLQJ WKH FKRLFH DERYH WKH VWXGHQW ZLOO QRW EH SHUP RWKHUV IRU <sup>3</sup>QR UHFRUG´ GURS 7KH VLQJOH RSWLRQ FKR VHQ IUHQW KRVL currently enrolled.

\_\_\_\_\_  
Name Student ID Semester

\_\_\_\_\_  
Signature Date ALL SIGNATURE DATES MUST BE THE SAME DATE

Approval of Student Health & Wellness \_\_\_\_\_ Date: \_\_\_\_\_

Approval of University Housing \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Financial Aid \_\_\_\_\_ Date: \_\_\_\_\_

Receiving Fin Aid: Yes \_\_\_ No \_\_\_

Approval of Dean of Students \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Business Office \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Office of the Registrar \_\_\_\_\_ Date: \_\_\_\_\_

. I VWXGHQW HOHFWHG WR UHFHLYH <sup>3</sup>LQ FRPSOHWH´ VWDWXV IRU

Approval of Instructor (of each course) \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Instructor (of each course) \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Instructor (of each course) \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Instructor (of each course) \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Instructor (of each course) \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Instructor (of each course) \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Instructor (of each course) \_\_\_\_\_ Date: \_\_\_\_\_

Approval of ' HDQ ' HDQ ¶ V 5 HSUHVHQW DWLYH Date: \_\_\_\_\_

SEE REVERSE SIDE FOR ADDITIONAL IMPORTANT INFORMATION

**Process to Withdraw for Texas A&M University-Kingsville**  
**Students Called to Active Military Service**  
 (Undergraduates or Graduates)

1. The student will initiate the process by contacting the Office of the Registrar and obtaining a withdrawal form and an information sheet on his/her options.

If the student is still on campus following the call up notice, he/she will go to the Office of the Registrar to initiate the process. If the orders require the student to leave campus hurriedly without having time to initiate the withdrawal process, the student is to contact the Office of the Registrar by telephone (361-593-2811), fax a written request (361-593-2195) or email (registrar@tamuk.edu) and execute the withdrawal process in that manner as soon as possible. The student is expected to provide the Office of the Registrar with a copy of the written orders. In case the student does not have written orders at the time of withdrawal, he/she shall be asked to fax (361-593-2195) a copy of those orders to the Office of the Registrar as soon as possible.

2. After conferring with their academic dean and/or instructors as to the option most appropriate to their situation, the student will be asked to select ONE of the following two options:

- a. Withdraw at the end of the semester, in order to allow the student to complete the course requirements upon return from active duty. (As determined by the instructor, the student may be assigned an appropriate final grade if the instructor determines that the student has satisfactorily completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material.) Under this option, no refund of tuition and required fees will be provided; however, a prorated refund of charges for optional services will be made (meal plans, residence halls, etc.).

OR

- b. Drop all courses for the semester with no record. A full refund of tuition and required fees and a prorated refund of charges for optional services will be made (meal plans, residence halls, etc.). This second option eliminates any obligation for the student to complete the course requirements upon return from active duty.

Note: In making the choice above, the student is not to be permitted to select a course for which the student is currently enrolled.

3. The Office of the Registrar will provide the Academic Deans with the appropriate information regarding the student's withdrawal.

4. The Registrar will withdraw the student using the appropriate code (WM). The Registrar will ensure the following information is provided to the appropriate offices:

5. Should the student wish to continue his/her education at A&M-Kingsville after the completion of active duty service and it is within a year of his/her release date, the student will not have to apply for readmission. After the year, he/she may have to apply for readmission but will not be charged an application fee if admitted at the same level.

The student will be required to complete the withdrawal process through the end of the first long semester (Fall or Spring) in which they enroll following their return from active duty. In case of a change in the student's option, the student must notify the Registrar in writing of the change in his/her option.

7. Questions regarding this process should be directed to the Office of the Registrar at 361-593-2811.

**THIS FORM MUST BE SUBMITTED TO THE OFFICE OF THE REGISTRAR!**