University of St. Thomas - Houston

Withdrawal and Absence Procedures for Military, Veteran, and ROTC Students

---

Withdrawal Policy for Students Called to Active Military Service:

The following options have been made available for the University of St. Thomas (UST) students who are called to active military service during the course of a semester.

Any student called to active military service **before the end of 12th** week of the semester should contact the University's Veteran Affairs office and his or her academic advisor:

- Students must provide a written request to withdraw and a copy of military orders prior to withdrawal.
- Students called to active military service may be granted full refundable tuition and fees and prorated refund of board and room charges. With this option, no course credit or grades will be awarded.

Any student called to active military service **after the 12th** week of the semester should contact the University's Veteran Affairs office and his or her academic advisor:

- The academic advisor will work with the student's instructors to gather grade information for the student and ensure the appropriate grades are filed for the student.
- If the student's instructor finds that the course work is substantially complete and the student has done passing work, the student should receive the grade earned at the time. If the critical competency has yet to be covered in a competency-based course, the instructor should award an "I" (Incomplete) and work with the student to develop a plan to complete that critical part of the course. The plan should be in writing and signed by both the instructor and the student. With this option, students will receive a prorated refund of board and room charges.
- Students who withdraw from the University due to active military service and take an "I" (Incomplete) for any class have one year after return from active military service to complete the required course work. The total time to complete the course requirements will not exceed five years from the call of service. With this option, students will receive a prorated refund of room and board charges.

Special Note: *Students called to active military service are guaranteed readmission upon the completion of active military service provided the student has not attended another educational institution since attending the University of St. Thomas.*

Policy on Class Absences Due to Military Service:

- No student will be penalized for missing classes (2 weeks or less) for military obligation provided that written documentation is provided to each instructor one week prior to a scheduled absence. "Military obligation" is defined as military orders, ROTC duties, and Military Ready Reserve Activities.
- Instructors will work with students to schedule make up exams or other class assignments