OFFICE OF THE REGISTRAR
MSC 105, 1050 W SANTA GERTRUDIS AVE
KINGSVILLE, TEXAS 78363-8202
PH (361) 593-2811   EMAIL: registrar@tamuk.edu
www.tamuk.edu

TEXAS A&M UNIVERSITY KINGSVILLE

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.

_____ I request that my courses for the current semester be placed in "incomplete" status at the end of the semester. (As 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 material.) I understand that having courses placed in "incomplete" status will allow me to complete the course requirements 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.

Note: In making the choice above, the student will not be permitted to select some courses for "incomplete" status and others for "no record" drop. The single option chosen from those above must apply to all courses for which the student is currently enrolled.

_____   _____   _____
Name   Student ID   Semester

_____   _____   **ALL SIGNATURE DATES**
Signature   Date   **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:_____

If student elected to receive "in complete" status for his/her courses:

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 Dean/Dean's Representative _____ Date:_____

SEE REVERSE SIDE FOR ADDITIONAL IMPORTANT INFORMATION

REV: 10/03/2024

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. Record an "Incomplete" grade (WM) 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 some courses for "incomplete" status and others for "no record" drop. The choice of either "incomplete" or "no record drop" must apply to all courses for which the student is currently enrolled.

3. The Office of the Registrar will provide the Academic Dean's office with a copy of the form indicating the student's decision and a copy of the student's orders.

4. The Registrar will withdraw the student using the appropriate code (WM). The Registrar will ensure the following departments are aware of the "withdraw" if the student did not complete the withdraw process while on campus: Student Health and Wellness, Financial Aid, Business Office, University Housing, Dean of Students and the Dean of the student's College.

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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.

6. For those students requesting "Incompletes", the University will extend the time allotted to them to complete the course requirements through the end of the first long semester (Fall or Spring) in which they enroll following their return from active duty. If a student's active duty tour is extended, the student may wish to change the courses from "incomplete" to "withdrawal". Since this is very case specific, it will be administered on a case-by-case basis. The student will be required to 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!