



REQUEST FOR WITHDRAWAL DUE TO CALL-UP OF MILITARY RESERVES TO ACTIVE DUTY

I hereby request that a military withdrawal from The Texas A&M University System Health Science Center be approved based on my being called to active military duty as established in my military orders. **I agree to provide a copy of these orders to the Office of the Registrar** as soon as possible.

Choose ONE of the two options below regarding your current enrollment in courses:

_____ **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 in order to receive credit for these “incomplete” courses, I must complete the course requirements upon my return from active duty and re-enrollment at the A&M System HSC.** I understand that 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.

_____ **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 this semester.** I understand that a full refund of tuition and required fees services* will be made.

Note: In making the choice above, the student is not 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.

Student Name(Print)

Student ID

Student Signature

Date

*Optional Services include but are not limited to services such as meal plans, residence halls, etc.

Semester of Withdrawal _____ Office of the Registrar _____
Approval of Dean/Dean's Representative _____
Date _____
Notes _____

With few exceptions, state law gives you the right to request, receive, review and correct information about yourself collected on this form.