**Baylor Policy**

**Students Called to Active Military Duty**

An enrolled student who withdraws as a result of being called into active military duty (reserves or National Guard) may choose to:

1. Receive a refund of tuition and fees paid toward the current term, or
2. Be given full credit of tuition and fees paid toward the current term to apply toward a future term’s charges for enrollment, or
3. If late enough in the term, request an “incomplete” so that the remainder of the work could be completed at a later date and receive no refund or credit of tuition and fees.

If the student has met the academic requirements for the term, a grade will be assigned and no tuition refund or credit will be granted. Board charges are refunded on a pro rata basis on the date of the student’s withdrawal. Room charges are refunded on a pro rata basis based on the date a student officially vacates on-campus housing. Students having federal/state financial aid will be withdrawn according to the published withdrawal policy. Any refund or credit for a student being called into active military duty who has such financial aid will be considered on a case-by-case basis.

**State Law**

Full law that this was pulled from can be found here: [EDUCATION CODE CHAPTER 51. PROVISIONS GENERALLY APPLICABLE TO HIGHER EDUCATION (texas.gov)](https://statutes.capitol.texas.gov/Docs/ED/pdf/ED.51.pdf)

Sec. 51.9111.AAEXCUSED ABSENCE FOR REQUIRED MILITARY SERVICE. (a) In this section:

(1)AA"Institution of higher education" has the meaning assigned by Section 61.003. *(Technically, Baylor, as a Private Institution, does not fall under this definition and therefore is not technically governed by this State Law. However, it is my belief, that it is generally good practice to fall in line with Texas State Law as it sets a general precedent for best practice and bench mark for what has been deemed equitable.)*

(2)AA"Required military service" includes required military service performed by a member of the Texas National Guard or the Texas State Guard.

(b)AAThis section applies only if:

(1)AAa student enrolled in an institution of higher education fails to attend classes or engage in other required activities because the student is called to required military service that is of a reasonably brief duration, as determined by rule adopted under Subsection (d); and

(2)AAthe student chooses not to withdraw as authorized by Section 54.006(f).

(c)AAAn institution of higher education shall excuse a student from attending classes or engaging in other required 197 activities, including examinations, in order for the student to participate in required military service to which the student is called, including travel associated with the service.

AAA student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence.

AAAn instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence.

(d)AAThe Texas Higher Education Coordinating Board, in consultation with institutions of higher education, shall adopt rules as necessary to administer this section. *(see below for link to THECB rules)*

AAThe rules must establish a maximum period for which a student may be excused under this section.

AAIn establishing that period, the board shall consider the maximum period a student may be absent without significantly interfering with the student ’s ability to learn the course material, complete course assignments, and succeed academically during the applicable semester or other academic period.

\*\*\* Further clarification of established rules from the THECB can be found here *(essentially, there is a lot of discretion left up to the institution to adopt clarifying policy – for which Baylor does not have any to my knowledge – likely because these provisions do not technically apply to Baylor as a Private University)*: [Texas Administrative Code (state.tx.us)](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=8)