



Texas Higher Education  
COORDINATING BOARD  
Academic Planning and Policy

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**MEMORANDUM**

August 31, 2017

**To:** Presidents, Chancellors, Chief Reporting Officials, Chief IR Officers, Liaisons (copied), Chief Academic Officers, Chief Instructional Officers, Chief Financial Aid Officers, Texas Public Institutions of Higher Education

**From:** David W. Gardner

**RE:** National Guard Students Called to Active Military Service

As you know, Governor Greg Abbott has called on approximately 24,000 National Guard troops to assist with the response to Hurricane Harvey. You should be aware that Texas law and Coordinating Board rules make certain requirements of public institutions of higher education regarding Texas National Guard and Texas State Guard personnel called to active military duty.

Texas Education Code (TEC) 51.9111 requires that any Texas public institution of higher education shall excuse a student from attending classes or engaging in other required activities (including examinations) for the student to participate in active military service. A student so excused may not be penalized for that absence and must be allowed to complete assignments or take examinations within a reasonable time after the absence. The maximum period for which a student may be excused is 25% of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses.

If a student withdraws due to active military service, TEC 54.006(f) provides that the institution shall, at the student's option: refund the tuition and fees paid by the student for that semester; grant an incomplete grade in all courses with a designation of "withdrawn-military" on the student's transcript, or; assign an appropriate final grade to a student who has completed a substantial amount of coursework. TEC 51.9242 provides that a student who withdraws from an institution for active military service shall be readmitted within one year of completing their service, without requiring reapplication or charging a fee.

As National Guard students may not be aware of their options under this provision, we encourage you to make every effort to communicate with any of your students who may be performing active military service in support of Hurricane Harvey relief.