

I. PURPOSE AND SCOPE

The purpose of this Manual of Administrative Policies and Procedures (MAPP) is to establish the University's policy for addressing Call to Active-Duty Orders received by military students. Pursuant to Texas Education Code § 54.006, Texas Southern University shall provide enrolled students who are members of the United States Armed Forces, including the National Guard and Reserves, with appropriate academic accommodations and options when military service obligations require an interruption of their enrollment.

This policy applies to all enrolled Texas Southern University students who are members of the United States Armed Forces, including the National Guard and Reserves, who must interrupt their education due to military obligations.

II. DEFINITIONS

1. **United States Armed Forces / Uniformed Services:** For the purposes of this policy, these terms are used interchangeably and include the Army, Navy, Air Force, Marine Corps, Space Force, Coast Guard, the National Guard and Reserves, the Commissioned Corps of the Public Health Service, and the National Oceanic and Atmospheric Administration (NOAA).

2. **Active Duty:** Full-time duty in the active military service of the United States. This includes full-time training duty, annual training duty, and attendance while in active military service at a school designated as a service school by law.

3. **Military Obligation:** Any period of active duty, active duty for training, or inactive duty training for which a student receives official government orders that necessitate an absence from academic activities.

4. **Instructor of Record:** The faculty member assigned primary responsibility for instruction and grading of a course in which the student is enrolled.

III. POLICY PROVISIONS

A. Notification Requirements

Upon receiving a call to active duty, the student shall provide a copy of the written orders indicating deployment dates. These orders must be sent to the Office of Military and Veterans Affairs as soon as the student becomes aware of the impending deployment.

B. Academic Accommodations

Enrolled students who are members of the United States Armed Forces, including the National Guard and Reserves, who are unable to participate in class due to military obligations shall be afforded the opportunity to complete class requirements as follows:

1. The student is responsible for notifying each Instructor of Record and the Office of Military and Veterans Affairs as soon as possible upon receipt of orders.
2. Each Instructor of Record may request review of the orders from the Office of Military and Veterans Affairs to verify the validity of the orders and consult regarding recommended reasonable due dates.
3. Each Instructor of Record will provide the qualifying student with opportunities to complete class requirements within reasonable due dates, taking into account the excused absence.
4. Each Instructor of Record and the student shall document in writing the agreed-upon due dates for assignments missed during the deployment period, including make-up assignments, rescheduled examinations, extended submission deadlines for projects, or alternative coursework. Each Instructor of Record shall retain the written agreement as part of the course record and provide a copy to the student and the Office of the Registrar for institutional recordkeeping.
5. Coursework completed during the absence shall not incur a reduced grade penalty when submitted by the agreed-upon deadline.

C. Deployment Options

A student called to active military service during a semester or academic term shall be permitted to select one of the following options:

1. **No Grade (N) Option:** The student may receive an “N” (No Grade Submitted) at the end of the semester, allowing the student to complete the course requirements upon return from active military service without penalty to the student’s grade point average (GPA).

a. Pursuant to this option, no refund of tuition and mandatory fees will be issued; however, a prorated refund of charges for optional services including residence hall or meal plan fees will be issued in accordance with University procedures.

2. Final Grade Option: If the student has completed a substantial portion of the coursework and demonstrated sufficient mastery of the course material, the Instructor of Record may assign a final course grade based on the work completed prior to deployment.

a. Pursuant to this option, no refund of tuition and mandatory fees will be issued.

b. A prorated refund of optional charges for optional services including residence hall or meal plan fees will be issued where applicable.

3. Withdrawal and Refund Option: The student may elect to withdraw from all courses for the affected semester or academic term.

a. Under this option, the student shall receive a full refund of tuition and mandatory fees for the semester or term. A prorated refund of optional charges, including residence hall or meal plan fees, shall also be issued.

b. A student selecting this option will not be required to complete course requirements upon return from active military service.