

UCC 0168 10F
UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM

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Certified 10/18/10

SECTION: Academic Affairs

NUMBER: 05.A.01

Deleted: Student Affairs

AREA: Tuition, Fees and Grading Options
SUBJECT: Student Called to Active Duty

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1. PURPOSE

Recognizing the economic hardship and personal sacrifice for students called to active duty by a branch of the United States Armed Forces, the University of Houston System provides a refund of tuition and fees through the procedure described in this document.

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2. PROCEDURES

2.1. If a student withdraws from an institution of higher education because the student is called to active military service, the institution, at the student's option shall:

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- a. refund the tuition and fees paid by the student for the semester in which the student withdraws; or
- b. grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or
- c. as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and who has demonstrated sufficient mastery of the course material.

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2.2. Students or their representatives may request withdrawal and refund by presenting evidence of the call to active military duty to the college, the Registrar's Office, or the appropriate university official. Students receiving Title IV federal funds should contact the Financial Aid Office.

2.3. Students withdrawing for this reason may be readmitted at the start of any semester after discharge from active duty.

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3. REVIEW AND RESPONSIBILITY

Responsible Party: Executive Associate Vice Chancellor for Academic Affairs

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Deleted: November 13, 1998

Deleted: Revised February 27, 2001

December 7, 1990; Draft June 1, 2010

Page 1 of 2

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Review: Every three years, on or before September 1

4. APPROVAL

Approved: _____
Senior Vice Chancellor for Academic Affairs

Chancellor

Date: _____

Deleted: Annually on

Deleted: June

Deleted: Randy J. Harris

Deleted: Administration and Finance

Deleted: Arthur K. Smith

Deleted: April 3, 2001

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5. INDEXING TERMS¶

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Refund of tuition and fees¶

Student reservists¶

Deleted: November 13, 1998

Deleted: Revised February 27,
2001