

**PRAIRIE VIEW A&M UNIVERSITY
WITHDRAWAL FROM UNIVERSITY
MILITARY CALL TO ACTIVE DUTY**

Student Identification Number	Last Name	First Name	M.I.
Semester	Major		
Permanent Home Address			

At the time of withdrawal the student must select one of the three options below (Texas Education Code 54.006):
Note: Read University Catalog Academic Regulation below before choosing one of the following options listed.

1. _____ Refund the tuition and fees paid by the student for the semester in which the student withdraws
2. _____ Grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript
3. _____ 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

University Catalog Academic Regulation

Withdrawal of Students Ordered to Military Active Duty

A student called to active duty after November 15, 1990, should be given a grade of "MW" in each of his or her academic courses. The student should provide a copy of the military order to the academic dean. The Dean will ensure that the Registrar has a copy of this order to keep in the permanent file and that grades of "MW" are recorded for courses in which the student is enrolled. The instructor for each course will prepare the necessary documentation for removing the "MW" grade and forward the information to the department head for storage in the student's record in the college, or school. In addition, a copy of the documentation will be forwarded to the Registrar for storage in the student's permanent file. The time limit for the removal of a grade of "MW" for a student called to active military duty after November 15, 1990, shall be one calendar year from the official date of release from military active duty. Failure to enroll as a student during the one calendar year following release from military active duty will result in the grade of remaining permanently on the academic record. The student will be required to register for and repeat the course.

This form must be supported by the original Military Call to Duty Orders. The student must take the completed form to the Registrar's Office. Failure to do so will result in grades being assigned.

Student's Signature

Date

Financial Aid

Date

REGISTRAR'S OFFICE USE ONLY (3/21/03)

Processed

By _____

Date: _____