

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Academic Affairs

NUMBER: 06.B.01

AREA: Tuition, Fees and Grading Options

SUBJECT: Students Called to Active Duty

1. PURPOSE

Recognizing the economic hardship and personal sacrifice for students called to active duty by a reserve 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.

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:

- 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grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or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.

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 System Financial Aid Office for additional information.

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

3. REVIEW AND RESPONSIBILITY

Responsible Party: Senior Vice Chancellor for Academic Affairs

Review: Every five years on or before September 1

4. APPROVAL

Approved: Paula M. Short
Senior Vice Chancellor for Academic Affairs

Jim McShan
Senior Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: February 22, 2019

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	12/07/1990	Initial version
2	11/13/1998	Rewrote Section 2.0 to reflect current operating practices.
3	04/03/2001	Applied revised SAM template. Updated documentation in Section 2.2 on withdrawals and requests for refunds per current operating practices. Changed responsible party from Vice Chancellor for Administration and Finance to Vice Chancellor for Student Affairs
4	09/07/2011	Applied revised SAM template and added new Revision Log. Changed area of responsibility from Student Affairs to Academic Affairs; changed SAM number from 05.A.01 to 06.B.01. Changed title of SAM by removing "Reservists." Changed the responsible party to Executive Associate Vice Chancellor of Academic Affairs. Added Senior Vice Chancellor for Academic Affairs to approval cycle. Changed review cycle from annually on or before June 1 st to every three years on or before September 1 st . Removed Section 5
5	02/22/2019	Added "System" to Financial Aid Office for Section 2.2. Changed responsible party to Senior Vice Chancellor for Academic Affairs. Changed review period from every three years to every five years on or before September 1. No additional changes were made by the Subject Matter Experts (SMEs)