



# Call to Active Military Service Election Form

A separate form is required for each course for which an election is requested.

Students are required to present the original copy of their military orders with this form at the time of election.

References: TEC, Sec 51.9111 & 54.006 (f), TAC, Title 19

Student Name: \_\_\_\_\_

Alamo Student ID: \_\_\_\_\_

Home College: \_\_\_\_\_

Semester: \_\_\_\_\_

Course Number: \_\_\_\_\_

Veterans Education Benefits?      Y      N

Course Title: \_\_\_\_\_

Federal or State Financial Aid?      Y      N

Course CRN: \_\_\_\_\_

Benefit(s) Type: \_\_\_\_\_

Please select **ONE** election for the above course:

Initials

I elect to be Withdrawn due to a Call to Active Military Service with the below request (*choose one*):  
(Texas Education Code 54.006)

- Refund all tuition and fees paid by the student
- Grant a "Withdrawn-Military" (WM) grade
- Request assignment of final grade as determined by instructor

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Initials

I elect Excused Absence due to a Call to Active Military Service  
(Texas Education Code 51.9111)

**(Must be accompanied by a Expectations for Course Completion Contract, pg. 2)**

1. It is the responsibility of the student to present orders to and obtain a completed "Expectations for Course Completion Contract" signed by the instructor of record acknowledging they are aware of your call to active military service and have discussed the materials, assignments, exams, terms, conditions and timeframe for completing coursework necessary for a final grade under the excused absence policy. Excused absence shall not exceed 25% of the total number of class meetings or contact hour equivalent (excluding the final examination period) for the requested course above. Please see the college catalog or student handbook for specific information regarding this policy.
2. Each course for which an excused absence is requested, requires the completion of both the "Call to Active Military Service Election Form" and "Expectations for Course Completion Contract" (pg. 2). Excused Absences will not be processed without both completed forms and the presentation of the original copy of military orders calling the student up to active military service.

# Expectations for Course Completion Contract

*For excused absence elections only; to be completed by the Instructor of Record for the below course:*

(Per Texas Education Code 51.9111)

**Instructor:** If there is less than 25% of the course remaining (excluding final examination period), please assign a grade of "IM" and follow the policy for incomplete grades. If more than 25% of the course remains (excluding final examination period), please complete the **Expectations for Course Completion Contract** with the student.

**Instructor:** please outline your **SPECIFIC** expectations in detail with regard to coursework completion:

Course Number and CRN:	
Date student is expected back in class (face to face or login for online):	
Identify coursework/exams expected to be affected by excused absence:	
Communication with the student:	
Re-engagement upon return:	
Make up classes (lecture and/or lab):	
Make up examinations:	
Other required work (field trip, etc.):	
Assignments completion date:	
Special instructions or comments:	
Instructor, please provide the student with all materials expected to be provided to other students in the same course during the absence, so they may attempt to stay current and on track with coursework and assignments during their absence.	

Instructor Email: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Instructor, please retain a copy of this signed contract for your records.***

**Student:** by signing this contract you elect to be excused for absence due to a call to military service and agree to the above requirements as outlined by your instructor to make up all coursework by the prescribed date. Failure to do so may result in a final grade of "F".

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student:** please return the original, completed and signed form to your home college Veterans Services Office or Military Support Services Office along with the original copy of military orders calling you up to active duty.