Undergraduate Policies and Procedures

Military Service or Training Awarded as Academic Course Credit

I. College Credit for Military Service

Military veterans who enroll at UT Dallas and meet certain requirements are eligible to receive undergraduate college credit for the time they spent in the service. Eligible veterans who enroll at the University receive college credit for up to twelve semester credit hours of lower division elective coursework. Eligibility requirements are defined in section 51.3042 of the *Texas Education Code*.

To be eligible to receive credit for military service, a veteran must:

- Have graduated from a public or private high school accredited by a generally recognized accrediting organization or from a high school operated by the United States Department of Defense;
- Have completed at least two years of service in the armed services (or have been discharged because of a disability); and
- Have been honorably discharged from the armed forces.

Credit for military service is available to all entering undergraduates - those applying for transfer admission, freshman admission, or re-admission. The credit is awarded for having served, not for any college-level courses that the veteran may have taken while in the military.

II. Credit for Military Training

Eligibility requirements for credit for military training are defined in section 51.3041 of the *Texas Education Code*. Course credit is awarded for military coursework that is deemed parallel to academic coursework. Credit is not awarded for military experience based upon a military occupation or for coursework that is solely technical in nature. Awarding of credit for military coursework does not guarantee its applicability to a degree. The substance of the training and verification that it was completed by the student must be included in an official military record. The academic department will determine if the substance of the training satisfies the purpose of the course for which the student seeks credit as described by the course catalog.

III. Process for Awarding Credit

Admitted students who may qualify for credit for military service or training should speak with an academic advisor upon enrollment at the University. The academic department will consider whether to award course credit toward a degree to admitted students when a student has provided the following documentation:

1. An official military transcript (JST or CCAF) submitted by the student to the Institution that describes the substance of the training completed by the student and verifies the student's successful completion of that training, as well as the recommended ACE credit to be awarded.
2. An official high school transcript from an accredited public or private high school or high school
operated by the U.S. Department of Defense submitted by the student to the Institution indicating the
student's official graduation.

3. The student's DD214 indicating that the student was honorably discharged AND completed at least
two (2) years of military service OR was discharged because of disability.

All documentation must be submitted to The Office of the Registrar. The Office of the Registrar will notify
the student regarding any approved credit prior to registration for the following semester. All decisions are
final.

Military Service Activation Interruption of Education

From time to time, students who are reservists or members of the National Guard may be called to active
duty in the U.S. military after a semester has begun. These students have several options for the treatment
of their enrollment and tuition.

Option to Remain Enrolled and Complete Coursework Following Brief
Military Service

Under certain circumstances, a student who is required to participate in active military service is excused
from scheduled classes or other required activities and will be allowed to complete an assignment or
exam within a reasonable time after the absence. The excused absence is permitted only if the student
will miss no more than 25% of the total number of class meetings or the contact hour equivalent (not
including the final examination period) for the specific course or courses in which the student is enrolled at
the beginning of the period of active military service.

Option to Withdraw, Receive Incomplete Grade, or Receive Final Grade

A reservist or member of the National Guard called to active duty in the U.S. military who receives
activation orders after the start of a semester has four other options for the treatment of tuition and fees
paid to The University of Texas at Dallas and transcript notation. In accordance with Texas statutes and
Coordinating Board rules, the student may request any one of the following:

1. The Office of the Registrar will process the withdrawal of the student from all classes and record
"Withdrawn-Called to Military Duty" (WM) on the student's transcript and the Bursar Office shall
refund the tuition and fees paid by the student for the semester in which the student withdraws; or

2. The Office of the Registrar may grant a student who is eligible under UT Dallas guidelines an
incomplete grade (See "Incomplete Grades" section of the catalog for eligibility) in all courses by
designating "Incomplete-Called to Military Duty" (XM) on the student's transcript. Please note: XM
grades must be resolved within one year from the "release from active duty" date on military orders;
or

3. The student may petition the instructor to assign an appropriate final grade or credit for the course
after satisfactorily completing a substantial amount of coursework and having demonstrated sufficient
mastery of the course material; or

4. If the student withdraws before the Census Day of the semester in which the student is called to
active military duty and the student requests Military Leave, courses will be dropped. Courses
dropped on or before Census Day will not appear on the student's transcript.
NOTE: There are no provisions for refunds for active duty service members who are deployed as a result of military orders or for individuals who choose to enter the service. The provisions listed above apply only to reservists or members of the National Guard called to active duty.

Option for Automatic Readmission Following Military Service
A student who withdraws to perform active military service (not including routine National Guard training) may be readmitted without application or payment of additional application fees within one year of the "release from active duty" date on military orders. Applicable students will retain academic standing and financial eligibility if they meet current eligibility requirements other than continuous enrollment or other timing requirements.

Delayed Disbursements From the VA Under Chapter 31 or 33
The University of Texas at Dallas complies with the requirements outlined in 38 USC Section 3679(e). Covered-individuals who are entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits, are permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to UT Dallas a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date UT Dallas certified tuition and fees following the receipt of the certificate of eligibility.

A certificate of eligibility can include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website - eBenefits, or a valid electronic approval document for chapter 31 authorization purposes.

UT Dallas will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Per the provisions of 38 USC 3679(e), the covered individual must take the following additional actions to participate in the course of education:

1. Submit a certificate of eligibility for entitlement to educational assistance to UT Dallas no later than the first day of a course of education.
2. Submit a written request to UT Dallas to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by UT Dallas.
4. Make payment for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement, by the payment deadlines posted in the University's Academic Calendar.

UT Dallas reserves the right to waive one or more of the requirements listed above on a case-by-case basis.