



UTA Deployment/Activation Checklist for Military-Connected Mavericks

Pre-Deployment (As Soon as Official Orders are Received)

- ☐ Contact UTA Military and Veteran Services for assistance: 817-272-3017 or sawyer.howard@uta.edu
- ☐ Submit a copy of your orders to the Registrar's office recordsandregistrationprocessing@uta.edu
(DO NOT WITHDRAW FROM CLASSES BEFORE YOU HAVE YOUR ORDERS)
- ☐ View the university catalog to determine which of the four following options you would like to request:
 - a) **Withdraw** – Called to Military Duty
 - i. Registrar will process the withdraw **from all classes**.
 - ii. Office of Student Accounts will refund tuition and fees.
 - b) **Incomplete** – Called to Military Duty
 - i. Registrar will process Incomplete.
 - ii. Pending eligibility for an incomplete grade (70% of course completed), student must resolve Incomplete within one year of "Release From Active Duty" date on orders.
 - iii. For Incompletes, obtain permission form signed by your Academic Advisor and designated official from your respective academic department.
 - c) **Petition Course Instructors for Final Grade**
 - d) **Before Census Date, request Military Leave from the Registrar.**
 - i. Courses will be dropped and will not appear on transcript.
- ☐ Notify academic department/advisor and faculty to announce departure and coordinate a plan for return. Notify all parties of requested Incomplete if necessary.
- ☐ Contact UTA Veteran Education Benefits Office and UTA Financial Aid regarding enrollment status for loans, scholarship, insurance, G.I. Bill & Hazlewood, and other agreements.
 - o Veteran Education Benefits Office: 817-272-3017, va@uta.edu
 - o Financial Aid: 817-272-3561, fao@uta.edu
- ☐ Contact University Housing to coordinate lease agreements/termination, if necessary: uta.edu/housing
- ☐ Contact UTA Parking Office for a prorated refund to your parking pass: uta.edu/pats
- ☐ Verify mailing address you will be utilizing online through uta.edu/mymav

National Guard/Reservists Needing to Miss Class for Drill Weekends/Short Training Periods

- ☐ Provide your course instructors with your unit training calendar identifying class dates you will miss and, if possible, a letter from your Command.
 - i. Absence documentation must be provided a minimum of two weeks prior to scheduled absence.
 - ii. Combined absences for military training cannot exceed 25% of semester/period of enrollment.
 - iii. Course instructors will provide reasonable accommodations to complete missed course work. Instructors may require assignments or exams to be completed prior to absence.
 - iv. Contact UTA Military and Veteran Services for assistance: 817-272-3017 or sawyer.howard@uta.edu

During Deployment

We encourage students to stay connected to UTA through their student email and UTA Military and Veteran Services (MAVS). MAVS will send periodic emails to deployed students with the latest information about things happening at UTA and provide resources to connect with us virtually.

Contact MAVS for more information and get added to our Deployed Mavericks contact list:

817-272-3017 or sawyer.howard@uta.edu

Returning to UTA after Deployment

Students may be readmitted within one year of the “Release From Active Duty” date on their orders provided they have not attended any other higher education institutions while away.

When preparing to return to UTA:

- ☐ Notify Military and Veteran Services of your plan to return so we can assist in the process. Refer to the returning from deployment/activation guide on the Military and Veteran Services Website.
- ☐ Depending on your deployment period, fill out the Free Application for Federal Student Aid (FAFSA) for the academic year: fafsa.gov
- ☐ Contact the Registrar for steps to re-enroll at UTA: uta.edu/records
 - Registrar will activate student accounts so the student can register for classes
- ☐ Contact an Academic Advisor to discuss resuming your degree program prior to registering for classes.
- ☐ Following deployment, you may qualify for additional VA or Texas education benefits. Schedule a meeting with the UTA Veterans Office or a VA VetSuccess on Campus (VSOC) counselor.
- ☐ Get your documents in order:
 - Obtain a new Certificate of Eligibility (COE) from the VA and submit it to the UTA Veteran Education Benefits Certification Office
 - Submit a new signed degree plan if necessary.
 - Certify your courses at uta.edu/student-affairs/veterans

If deployed/activated for more than one calendar year, contact UTA Military and Veteran Services for guidance on being readmitted to the university: 817-272-3017 or james.kumm@uta.edu

Deploying/Mobilizing Students

Students who must withdraw as a result of military service may receive a full refund of tuition and fees, an incomplete (if eligible) or final grade at institution discretion. Typically, a final grade is awarded when the student has satisfactorily completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material
(Texas Education Code, Section 54.006)

Students Called Away for Training or Short Duration of Military Service

The maximum period for which a student may be excused under this section shall be no more than 25% (twenty-five percent) 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 currently enrolled at the beginning of the period of required military service. Institutions are directed to develop and publish policies and procedures to ensure that students enrolled in distance learning, self-paced, correspondence, and other asynchronous courses receive equivalent consideration for the purposes of determining acceptable duration of excused absences and time limits for the completion of course work following an excused absence under this section.

(Texas Administration Code Title 19, Part 1, Chapter 4A, Rule 4.8)



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