## What to do if called to Active Duty or returning Home from Active Duty

### If you are deployed:
- Students will be able to withdraw without any penalties - academic or financial
  - Send copy of their Active Duty Orders to the school (either to Registrar's Office or Veteran's Benefits Coordinator)
  - Contact current professors and let them know
  - Fill out UMass Lowell Withdrawal Form for the term.
    - Obtain form from Registrar's Office or on-line at www.uml.edu/registrar/forms.html
  - Contact Financial Aid for any required deferment forms for student loans for the term (will need commanding officer's signature)

### IF you have handed in Active Duty Orders:
- Transcript will show that you were withdrawn from term (military withdrawal)
  - Classes will be "backed out" by Registrar
  - Student Account will be "zeroed out"

### IF you did NOT send in Active Duty Orders:
- Student will have hold flags on account
  - Will have outstanding balance on account
  - Will have received grades of incomplete or "F" for classes for term
  - May have defaulted on student loans

### Process to follow to rectify problems:
- Fill out Academic Petition
  - Obtain form from Registrar's Office or on-line at www.uml.edu/registrar/forms.html
  - Attach copy of Active Duty Orders to Academic Petition
  - Send to Student Status Committee - Registrar's Office

### Once Academic Petition is approved:
- Student will receive Administrative Withdrawal from Registrar
  - Will be backed out of term
  - If received punitive grades - grades will be removed from record
  - Financial past due balance will be removed from account

### Readmit Process:
- If returning to school within a few months from returning home from deployment - you should not have to pay for another application or re-admit fee
- If gone from school LESS than 2 years
  - Fill out a Re-Admit Form
  - Obtain form from Registrar's Office or on-line at www.uml.edu/registrar/forms.html
- If gone from school MORE than 2 years
  - Fill out a new application

### Questions: Please call Veteran's Benefits Coordinator: 978-934-2461 or email Veterans@uml.edu
Great Resource for information: http://www.oefoif.va.gov/