

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

<b>If you are deployed:</b>	<p><b>Students will be able to withdraw without any penalties - academic or financial</b></p> <ul style="list-style-type: none"> <li>* Send copy of their Active Duty Orders to the school (either to Registrar's Office or Veteran's Benefits Coordinator)</li> <li>* Contact current professors and let them know</li> <li>* Fill out UMass Lowell <b>Withdrawal Form</b> for the term. <small>Obtain form from Registrar's Office or on-line at <a href="http://www.uml.edu/registrar/forms.html">www.uml.edu/registrar/forms.html</a></small></li> <li>* Contact Financial Aid for any required deferment forms for student loans for the term (will need commanding officer's signature)</li> </ul>
<b>If you have handed in Active Duty Orders:</b>	<ul style="list-style-type: none"> <li>* Transcript will show that you were withdrawn from term (military withdrawal)</li> <li>* Classes will be "backed out" by Registrar</li> <li>* Student Account will be "zeroed out"</li> </ul>
<b>If you did <u>NOT</u> send in Active Duty Orders:</b>	<ul style="list-style-type: none"> <li>* Student will have hold flags on account</li> <li>* Will have outstanding balance on account</li> <li>* Will have received grades of incomplete or "F" for classes for term</li> <li>* May have defaulted on student loans</li> </ul>
<b>Process to follow to rectify problems:</b>	<ul style="list-style-type: none"> <li>* Fill out Academic Petition <small>Obtain form from Registrar's Office or on-line at <a href="http://www.uml.edu/registrar/forms.html">www.uml.edu/registrar/forms.html</a></small></li> <li>* Attach copy of Active Duty Orders to Academic Petition</li> <li>* Send to Student Status Committee - Registrar's Office</li> </ul>
<b>Once Academic Petition is approved:</b>	<ul style="list-style-type: none"> <li>* Student will receive Administrative Withdrawal from Registrar</li> <li>* Will be backed out of term</li> <li>* If received punitive grades - grades will be removed from record</li> <li>* Financial past due balance will be removed from account</li> </ul>
<b>Readmit Process:</b>	<p>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</p>
If gone from school LESS than 2 years	Fill out a Re-Admit Form <span style="float: right;"><small>Obtain form from Registrar's Office or on-line at <a href="http://www.uml.edu/registrar/forms.html">www.uml.edu/registrar/forms.html</a></small></span>
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](mailto:Veterans@uml.edu)  
Great Resource for information: <http://www.oefoif.va.gov/>**