

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- * Transcript will show that you were withdrawn from term (military withdrawal)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