

# Slippery Rock University Military Withdrawal Checklist

(Guided by Federal and State Guidelines, as well as Slippery Rock University Policy)

Step 1 – Submit a Withdrawal Form for Military Reasons

Step 2 – Notify Adviser and Instructors

Step 3 – Settle all University Financial Accounts

Step 4 – Readmission to SRU

## Step 1 Submit a Military Withdrawal

- Log into your MySRU portal. Find the Academic Support Tools and then the form ***Withdraw from SRU***.
- Complete the withdrawal form following the instructions. Be sure to indicate whether you are finishing the semester or need an immediate withdrawal.
- Attach a copy of your orders or other applicable documents.

## Step 2 Notify Adviser/Instructors

- Let your adviser and instructors when you will be leaving/returning from active duty.
- If necessary, make arrangements for any outstanding work before you leave.

## Step 3 Settle All University Financial Accounts

- Contact each office below to manage/settle any financial obligations
  - VA Education Benefits – [amber.korcok@sru.edu](mailto:amber.korcok@sru.edu)
  - Financial Aid/EAP – [financial.aid@sru.edu](mailto:financial.aid@sru.edu)
  - Student Accounts/FTA – [amy.warner@sru.edu](mailto:amy.warner@sru.edu)
- Contact Dining and Housing, if applicable
  - Dining Services – 102 Student Center, 724-738-2038
  - Housing – [housing@sru.edu](mailto:housing@sru.edu) or 724-738-2082

## Step 4 Readmission to SRU

- Apply for Readmission to SRU at [www.sru.edu/readmission](http://www.sru.edu/readmission) (no application fee)
- Request your official military transcript – credit may be awarded based on your military training/experiences – Be sure to have them sent directly to SRU Transfer Admissions
  - JST (Army, Marine Corps, Navy and Coast Guard) <https://jst.doded.mil/official.html>
  - Air University (Air Force) - <https://www.airuniversity.af.edu/Registrar/Transcript-Requests/>
- Contact Veterans Benefits Coordinator – [amber.korcok@sru.edu](mailto:amber.korcok@sru.edu) to start/update VA benefits information
- Submit SRU VA Enrollment form online after registering for classes
  - <https://www.sru.edu/admissions/financial-aid/military-education-benefits>
- National Guard members – Apply for EAP at <https://www.pheaa.org/funding-opportunities/aid-for-military-national-guard/national-guard-eap>.