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 Professors
Step 3 – Settle all University Financial Accounts
Step 4 – Complete Military Unit Actions
Step 5 – Readmission to SRU
Step 6 – Request/Submit your Official Military Transcript

BEFORE YOU LEAVE FOR BASIC TRAINING/DEPLOYMENT

Step 1 Submit a Military Withdrawal

- Contact success.coach@sru.edu or 724-738-2011 to complete a withdrawal form for military obligations
- Provide a copy of your military orders/document

Step 2 Notify Adviser/Professors

- Let your advisor know how/when you will be leaving/returning from active duty
- Make up or make arrangements to complete any outstanding work before you leave

Step 3 Settle All University Financial Accounts

- Contact the Veteran Liaisons from each office to manage/settle your financial obligations
  - GI Bill/Veterans Certifying Official – amber.korcok@sru.edu
  - Financial Aid office – financial.aid@sru.edu
  - Office of Student Accounts – amy.warner@sru.edu
  - Housing and Residence Life – mimi.campbell@sru.edu
  - Dining Services – Student Services office, 102 Student Center, 724-738-2038

AFTER YOU RETURN FROM BASIC TRAINING/DEPLOYMENT

Step 4 Complete Military Unit Actions (if applicable)

A. Complete your EAP Application
   The EAP application for each academic year is due by June 30
   - Obtain the application from your Unit Readiness NCO
   - Complete all sections and have your Commander sign
• Fill in the SRU information and include the projected per semester tuition (contact Office of Student Accounts for current tuition)
• Include credits for fall, spring, and summer (if you don’t include summer classes, EAP will not pay for them if you later decide to take summer classes)
• Your unit will submit your completed application to the PA EAP Office for processing

B. Submit copy of signed NOBE by both you and your commanding officer to the Office of Veterans Benefits at SRU

Step 5 Readmission to SRU

A. Contact Academic Services Department to begin the readmission process
   • academicservices@sru.edu or 724-738-2012
   • You will receive a readmission letter from your dean with scheduling information
B. Contact the Veterans Benefits Office if using VA military education benefits
   • amber.korcok@sru.edu or 724-738-2702
C. Submit SRU VA Enrollment Form online after you register for classes
   • https://www.sru.edu/admissions/financial-aid/military-education-benefits

Step 6 Request/Submit Your Official Military Transcript – Determine if academic credit can be awarded for your military experience

Army, Marine Corps, Navy and Coast Guard
• Register for a Joint Service Transcript (JST) account at https://jst.doded.mil/official.html or contact Transfer Admissions
• Click on the “Transcripts” tab and then click on the “Official Transcripts Request” tab
• Select Delivery Mode and send to SRU’s Transfer Admissions Office

Air Force
• Order your transcripts through either electronic or written request mode
  Electronic, Fee-based: www.credentialsonline.com/cgi-bin/dvcgitp.pgm?ALUMTRO012308
• Send to SRU’s Office of Transfer Admissions

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