

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.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTRO012308
Written, No Cost: <http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>
- Send to SRU’s Office of Transfer Admissions