# REQUEST FOR WITHDRAWAL DUE TO CALL UP OF MILITARY RESERVES TO ACTIVE DUTY

I hereby request that a military withdrawal from the University of Baltimore be approved based on my being called to active military service as established in my military orders, which I have provided herewith to the Bob Parsons Veterans Center.

I request that my courses for the current semester be placed in “incomplete” status at the end of the semester. In order to receive a letter grade, I will follow the University of Baltimore policy on incomplete grades, as outlined in the Academic Catalog. I understand that having courses placed in “incomplete” status will allow me to complete the course requirements upon my return from active military service. I understand that under this option, no refund of tuition and required fees will be provided.

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I request to withdraw from my courses for the current semester. I understand that I will not receive credit for having taken these courses until the point of my withdrawal. I understand that, upon submission of my orders, the Bursar will recommend a full refund of tuition and required fees. I also understand that if I accepted financial aid that I am subject to state and federal regulations in terms of repayment. The UB Office of Financial Aid has advised me of my options regarding course withdrawal date and the impact on my financial aid.

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Note: In making the choice above, the student will not be permitted to select some courses for “incomplete” status and others for “withdraw”. The single option chosen from those above must apply to all courses for which the student is currently enrolled.

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Name Student ID

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**Original Signature Required**

Signature Date