**Military Request to Withdraw**

(You will receive a copy of this request for your records)

Send this form along with a copy of your orders to: Your **Academic Advisor and the Center for Military Connected Students** [**milconstu@louisville.edu**](mailto:milconstu@louisville.edu)**.**

1. Name. 
2. U of L ID/EMPLID: 
3. E-mail address we can use to contact you: ­­­­­
4. Forwarding Address: 
5. Copy of Military Orders:

\_\_\_\_\_**Yes**

\_\_\_\_\_**No**

**\*We are unable to process this request without a copy of your orders**

1. There is a full 100% refund for classes from which you withdraw and **no** adjustment for classes in which you remain enrolled, even if you are requesting a grade of incomplete in those classes.
2. Decisions about grading or incompletes are made by the faculty based on the work you have completed to date and the rules governing the course. With that in mind, please indicate which of the following you request.
   1. **Complete withdraw from all courses**

\_\_\_\_**Yes**  Your request will be forwarded to the Registrar’s Office

\_\_\_\_**No** Please complete section below

**I wish to withdraw from the following CLASSES:**

1. ­­­­­­­\_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_

* 1. **I wish to take incomplete in the following course(s). Include instructor name and email.**

1. 2. ­­­­­­­­­­\_\_\_\_\_\_

3. 4.

* 1. **I wish a grade(s) as is in the following courses, depending on work completed in course. Include instructor name and email.**

1. 2. \_\_\_\_\_\_

3. 4. \_\_\_\_\_\_

1. If you have student financial aid, would you like for us to notify the Office of Student Financial Aid?
   1.  **Yes**
   2.  **No,** I will contact Financial Aid myself
   3.  Not Applicable

9. Is there anyone else at UofL you would like CFMCS to contact on your behalf (Name, Office, and purpose for notification)

1. What term do you plan to return to UofL (If unknown, leave blank)?
   1. Spring (year)
   2. Summer  (year)
   3. Fall  (year)

11. The Center for Military-Connected Student can assist you with your return to UofL, contact them as soon as you know when you'll be returning, and they will be able to help with this process.

**If you will be gone from for more than two calendar years, you will need to contact the Office of Admissions (for Undergraduate students), or the Graduate School for Graduate Students to be readmitted.**

Signature:

Date: