

## Military Activation Form

**When to use:** This form is for students who have received military orders to deploy or actively serve in a way that will impact a semester in progress. If feasible, students are encouraged to work directly with their professors to continue their classes by taking an **Incomplete** grade, provided the coursework can be completed within a year from the end of the term. **However, granting an Incomplete grade is entirely at the discretion of the professor.** For all other classes, approval of this form will result in the withdrawal of classes listed with the appropriate refund, if applicable. **This may result in owing back some or all of any VA housing allowance that was paid for the semester.**

**Directions:** Please complete the student section below and submit the form, along with a copy of your orders, to [militaryactivation@asu.edu](mailto:militaryactivation@asu.edu). Staff at the Pat Tillman Veterans Center will confirm the validity of the student's request and forward the form to the University Registrar's office for final processing, with a copy sent to the student. Please note: It is the student's responsibility to resolve financial obligations to any other department, such as (but not limited to) financial aid, housing, parking and the bookstore. Any refunds will be mailed to the address of record listed in the student's profile in My ASU.

**For student to complete:**

Student name: \_\_\_\_\_ ASU student ID #: \_\_\_\_\_

Military unit: \_\_\_\_\_ Branch of service: \_\_\_\_\_

I am requesting a withdrawal of the following classes from the \_\_\_\_\_ semester due to military activation: (Semester) (Year)

Class subject prefix and number (Ex: ENG 101, BIO 210, etc.)			

I have attached a copy of my military orders.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Pat Tillman Veterans Center approval:**

Military advocate name: \_\_\_\_\_ Date: \_\_\_\_\_

Military advocate signature: \_\_\_\_\_

**Submit completed form to [militaryactivation@asu.edu](mailto:militaryactivation@asu.edu) or fax to 480-522-3058.**

**For questions, please call the Pat Tillman Veterans Center at 480-965-7723.**