



Temporary Withdrawal from a Graduate Program

GRADUATE SCHOOL OF MANAGEMENT

Students are expected to remain registered every fall and spring semester from their first registration through graduation. For those unable due to work, health, etc., a temporary withdrawal from their program may be appropriate. A temporary withdrawal must be requested and approved prior to the start of a fall or spring semester in which they are leaving their program. Students are urged to be extremely cautious in this request. During the temporary withdrawal, students do not have enrollment status for purposes such as health insurance, loan deferment or access to academic facilities on campus, such as library and computer services.

Only written requests that include specific information about why the temporary withdrawal is being requested and the expected date of return will be considered. There is no guarantee that a request will be granted. All temporary withdrawals must be approved by the department director of graduate studies or chair, and the associate dean of the Graduate School of Management.

Students are encouraged to complete the less than half-time Continuation course form if they wish to remain in active status with the GSM and Marquette University. Active status includes University access to email, and other University facilities such as the gyms and library.

Last Name First Name MU ID

email address: @Marquette.edu

GSM Program Accounting (MSA) Business (MBA) Leadership (MLS)
 Economics (MSAE) Human Resource (MSHR) CERT Start Term

Provide a brief explanation explaining the need for the temporary withdrawal. Attach a separate sheet if necessary to explain reason.

Anticipated return date:

Student must contact GSM office to reactivate records by anticipated return date in order to be eligible for future term registrations.

Print this form, sign it and forward the form to your program director for endorsement.

Student Signature

Date

Program Director: This temporary withdrawal has been: approved denied

Signature

Date

GSM Approval

Graduate School of Management

Date

Date student notified via MU email that temporary withdrawal has been approved and posted to student record.
