How To:

Drop and/or Withdraw from a Course
Drop or Withdraw: What’s the Difference?

• **Drop a class**: To unenroll from a class before the end of late registration. This can be done via CheckMarq. This action completely removes the class from the academic record as if it never existed.
  - Slides 3-6

• **Withdraw from a class**: To unenroll from a class after the end of late registration. This must be done through your college office. You will receive a grade of W and no longer be eligible to attend class.
  - Slide 7-8
Drop a Course

• You are able to drop a class from your schedule via CheckMarq up until the close of registration. Please review the Academic Calendar for dates.

• Step 1: Access the Student Center via CheckMarq

Sign into CheckMarq https://checkmarq.mu.edu using your username and password (not the same as your Marquette email)
Drop a Course: Step 1 Cont.

Quick Links

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2. Click ‘Student Center’

Student Center
Registration, grades, bursar account, financial aid and more.

3. Click ‘Enroll’
Drop a Course: Step 1 Cont.

3. Select Appropriate Term & Click ‘Continue’
Drop a Course: Step 2

- A new page appears with a list of the classes in which you are enrolled for the term.

- Check the box beside each class you wish to drop. Click the Drop Selected Classes button.

- Verify that you have selected the correct class to drop, and click the Finish Dropping button to confirm your selection.

- If you have successfully dropped the class, you will receive a Success message.

- IMPORTANT: You are still enrolled in the class until you click the Finish Dropping button and receive a Success message in the Update Status column.
Withdrawal from a Course

• After the close of registration each term, the dropped course becomes a withdrawal from the course and the student must notify the Graduate School of Management directly and complete appropriate forms before any enrollment change will become effective.

• It is not sufficient for a student to notify the course instructor or someone in the department office.

• There may be a tuition adjustment as a result of withdrawal from a class. See the withdrawal schedule.

• If you wish to withdraw from all classes during the term, you must formally withdraw from the university.
Withdrawing from a Course

• The Course Drop or Withdrawal Form is available on the Graduate School of Management forms website.
  • http://business.marquette.edu/Content/Uploads/GSM/GSM_course_drop withdrawal_form.pdf

• Once the form is completed, turn it in to the GSM office DS Suite 275

• Once a permanent grade is assigned, it will not be changed except for institutional error or policy.