



Readmission: Visiting Undergraduate

Purpose: used by all undergraduate students who are seeking a degree at another institution, have previously attended Marquette and wish to take additional classes at Marquette. Those students that were **Required to Withdraw for Academic Reasons (RWAR)**, have a **College Academic Alert (CAA)** on their record or failed **Satisfactory Academic Progress (SAP)** in their last term at Marquette **must** use the [Readmission and Academic Censure/Satisfactory Academic Progress Appeal: Undergraduate form](#).

Student Instructions:

- Complete Sections 1-3 of this form using a computer.
 - a **handwritten form will not be accepted**.
 - an incomplete form without the required documents attached will not be processed and returned to you for completion.
- Print the form using the 'Print Form' button.
- Sign the form in Section 4; a digital signature is **not** acceptable.
- Submit the completed form and required documents via one of the methods listed at the bottom of this form.
- Once your application has been processed, the Office of the Registrar will notify you.

Note:

- Bursar and Student Affairs holds must be cleared with the appropriate office **before** readmission.
- the completed application and all required documents must be received by the Office of the Registrar **no later than** one week prior to the start of the session in which you wish to enroll. Consult the [Academic Calendar](#) for the session dates.
- if enrolling in a course that requires a prerequisite, request an official transcript to be submitted directly to the Office of the Registrar which indicates that you have completed the prerequisite course.

Section 1: Student Information

Did you receive an RWAR, CAA, or SAP notification in your last semester at Marquette? Yes _____ No _____
 If yes, **STOP!** You are using the wrong form. See Purpose under form title. Term/Year

Name _____
 Last name, First name, Middle name

Former Name(s) _____ DOB
MM/DD/YYYY

Mailing Address _____
 street address, city, state, zip code

Email _____ SSN/MUID _____ Phone _____

Check one U.S. Citizen, Permanent Resident or Immigrant U.S. Visa Holder Other

Have you earned a previous degree from Marquette? Yes No If yes, enter date of degree: _____

Have you ever been convicted of a felony? Yes No

If yes, attach a letter that includes the following:

- your age at the time of the felony
- the exact nature of the felony
- specific sentence imposed
- specific court that imposed the conviction
- any extenuating circumstances surrounding the conviction
- any other documentation you wish to provide

Section 2: Institutional Information

Institution you are currently attending _____ City and State _____

Degree you are pursuing _____

Class level at your institution (e.g. Freshman, Senior) _____

Are you eligible to return to your current institution? Yes No
 If no, please attach an explanation

Section 3: Marquette Enrollment Information

College in which you wish to enroll

- | | |
|--|--|
| <input type="checkbox"/> Arts & Sciences | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Business Administration | <input type="checkbox"/> Health Sciences |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Nursing
(must be preapproved by the college) |
| <input type="checkbox"/> Education | |

Degree status: Visiting Non-Degree

In which term do you intend to enroll?

- Fall Spring Summer

Intended Academic Load

- Full-Time Part-Time

Desired Courses: _____

Section 4: Student Statement/Signature

I hereby request readmission into the college indicated above as a visiting non-degree student. I certify that all the above information is correct and that I understand the college into which I request readmission has the final decision as per University policy.

Signature _____ Date _____