



# Withdrawal From All Courses and/or the University

Purpose: Used by students to withdraw from the current term and/or who are not returning to the University for the next term.

### Student Instructions

- Complete Section 1 of this form using a computer.
  - a **handwritten form will not be accepted.**
  - an incomplete form will not be processed and returned to you for completion.
- Print the form using the 'Print Form' button.
- Sign the form in Section 2; a digital signature is **not** acceptable.
- Follow the steps in Section 3: Required Signatures.

### Notes

- If you are not currently on campus, follow student instructions 1-3, then fax or scan the form to your college/school office.
- Drop all future enrollment for terms in which you do not plan attend in CheckMarq.
- Contact the Office of Residence Life (if applicable) and Marquette Central.
- Tuition refunds will be processed according to the University [Withdrawal Schedule](#).

### Section 1: Student Information

Name \_\_\_\_\_ MUID \_\_\_\_\_  
 Last name, First name, Middle name

Permanent Email \_\_\_\_\_ College or School \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_  
 street, city, state, zip code

Term of Withdrawal:  Fall  Spring  Summer

Check One:  Request immediate withdrawal  Request withdrawal at the end of the term

Check One:  I intend to return to the University  I do not intend to return to the University

Do you intend to transfer to another institution?  No  Yes

Rank in order the reasons for Transfer/Withdrawal, with your primary reason as #1; rank as many reasons that apply.

Rank _____ <input type="checkbox"/> Employment	Rank _____ <input type="checkbox"/> Personal	Rank _____ <input type="checkbox"/> Academic (explain)
_____ <input type="checkbox"/> Family	_____ <input type="checkbox"/> Military Call Up <i>remember to provide Marquette Central with a copy of your deployment order</i>	_____ <input type="checkbox"/> Financial (explain)
_____ <input type="checkbox"/> Health		_____ <input type="checkbox"/> Other (explain)

### Section 2: Signature of Student

I request withdrawal as indicated above and I understand the consequences of that withdrawal, including a withdrawal grade notated on my transcript.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

### Section 3: Required Signatures

STEP 1. Take this form to the college/school in which you are enrolled.

**NOTE: College/School: After you sign the form, scan to the Registrar via ImageNow IMMEDIATELY**

Approved  Denied Date of last attendance \_\_\_\_\_ Grade \_\_\_\_\_

Signature of College/School Representative \_\_\_\_\_ Date \_\_\_\_\_

STEP 2. If you are living in a residence hall, take this form to the Office of Residence Life, Carpenter Tower, 203.  Yes  No

**NOTE: This signature indicates contact, not clearance, pending check of residence and outstanding debts**

Signature \_\_\_\_\_ Date \_\_\_\_\_

STEP 3. If requested by your college/school, take this form to \_\_\_\_\_  
 person or office designated by the College/School (e.g., Honors Program, ROTC, College/School Records Office, etc.)

Signature \_\_\_\_\_ Date \_\_\_\_\_

STEP 4. If you are an NCAA Division I athlete, take this form to the Associate Athletics Director for Academic Services.

Signature \_\_\_\_\_ Date \_\_\_\_\_

FINAL STEP. Take this form to Marquette Central, Zilber Hall, 121 for processing.

Signature \_\_\_\_\_ Date \_\_\_\_\_