



Status Change: Undergraduate

Purpose: Used by **currently** enrolled students who wish to change from degree-seeking to non-degree status, and are not graduating at the end of the current term (not available to undergraduate students seeking enrollment in the College of Nursing). If you are not a current student or are graduating at the end of the current term use the Readmission form. 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 form and any required documents via one of the methods indicated at the bottom of this form.
- Once your application has been processed, the Office of the Registrar will notify you.

Note:

- if your status at Marquette has **only** been non-degree and you wish to change to degree seeking, use the Admission Application.
- transcripts are **not** accepted if delivered by the student, they **must** be received via mail directly from the high school or institution's record office.
- Bursar or 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.
- Professional Studies students: the Professional Communication major is in the College of Communication; all other majors are in the College of Arts & Sciences.

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

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

Email _____ @marquette.edu Former Name(s) _____

Phone _____ MUID or SSN _____ Date of Birth MM/DD/YYYY _____

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

Have you earned or will you earn a degree from Marquette? Yes No Enter date of Degree: _____

Section 2: Transcript Information

The Office of the Registrar must have an official transcript on file from the high school listed below and every institution you have attended.

List the high school from which you graduated _____ City/State _____

List all institutions that you have attended other than Marquette (attach additional pages, if needed):

a) Institution _____ City/State _____

b) Institution _____ City/State _____

c) Institution _____ City/State _____

Are you eligible to return to those institutions? Yes No If no, please attach an explanation.

Section 3: College Information

College in which you wish to enroll: In which term do you first intend to enroll?

Arts & Sciences Engineering Fall Spring Summer

Business Administration Health Sciences

Communication

Education

Section 4: Student Statement/Signature

I hereby request to change from degree-seeking to non-degree status and I understand that the college into which I request this status change has the final decision.

Signature _____ Date _____