



# Modification of Enrollment: Cross Town ROTC

Purpose: Used by the Marquette ROTC Department to modify a Cross Town student's enrollment. To completely withdraw a student from the Cross Town ROTC program, use the Request Withdrawal From All Courses: Cross Town ROTC.

### ROTC Department Instructions:

1. Complete Sections 1 and 2 of this form using a computer.
2. **A handwritten form will not be accepted.** An incomplete form will not be processed and returned for completion
3. Print the form using the 'Print Form' button.
4. Sign the form in Section 3.
5. Email the completed form to [otrdocs@marquette.edu](mailto:otrdocs@marquette.edu).

### Section 1: Student Information

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

MUID \_\_\_\_\_ Email \_\_\_\_\_ @marquette.edu

ROTC Department  Air Force  Army  Navy Term / Year  Fall  Spring  Summer Year \_\_\_\_\_

### Section 2: Method of Notification

Per student phone call ROTC Verification Signature \_\_\_\_\_

Per student email (attach a copy of the email) ROTC Verification Signature \_\_\_\_\_

Per in person conversation with student ROTC Verification Signature \_\_\_\_\_

### Section 3: Modification Requested

Add the following course

Subject _____	Course Number _____	Section Number _____
Subject _____	Course Number _____	Section Number _____
Subject _____	Course Number _____	Section Number _____

Drop the following course

Note: Course does not appear on the transcript; if after the deadline to Add/Drop, the ROTC Department must provide a documented, compelling reason for this request, otherwise the course will be withdrawn.

Subject _____	Course Number _____	Section Number _____
Subject _____	Course Number _____	Section Number _____
Subject _____	Course Number _____	Section Number _____

Rationale for drop \_\_\_\_\_

Swap the following course

Swap Subject/Course #/Section # _____	For Subject/Course #/Section # _____
Swap Subject/Course #/Section # _____	For Subject/Course #/Section # _____
Swap Subject/Course #/Section # _____	For Subject/Course #/Section # _____

Withdraw from the following course

Subject _____	Course Number _____	Section Number _____	Withdrawal Grade _____
Subject _____	Course Number _____	Section Number _____	Withdrawal Grade _____

Rationale for ADW: \_\_\_\_\_

### Withdrawal Grades Defined

- |  |  |
|--|--|
| a. W: student initiated within published deadlines   | e. UW: department initiated; student registered, never attended and did not withdraw |
| b. W: department initiated after published deadlines   | f. ADW: department initiated; student withdrawn for disciplinary reasons             |
| c. WA: department initiated; student withdrawn for excessive absences  |  |
| d. WF: department initiated; student withdrawn for excessive absences after the deadline to withdraw from the course |  |

### Section 4: ROTC Department Approval

Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Title: \_\_\_\_\_

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