

Withdrawal - Health Science Professional

Health Science Professional Withdrawal Policy

Dropping any class before the deadline to Add/Drop for the session in which the class is scheduled, results in removal of the class from the students' academic record. Once this deadline for the session has passed, as published in the Academic Calendar (<https://www.marquette.edu/central/registrar/calendars-exams-schedules.php>), classes remain permanently on the record and may not be removed. Once a permanent grade is assigned, it is not changed except for institutional error or as outlined in university policies.

Federal financial aid regulations require that the university submit notification of all changes in status by students (full-time to half-time, etc.) to the U.S. Department of Education via the National Student Loan Data System within a certain period of time. The university therefore reserves the right to withdraw a student from any class when it is evident students never attended the class (grade of UW); stopped attending the class (grade of WA or WF, as appropriate); or, due to incapacity, must be withdrawn from the class (grade of W). **This policy is in effect for all students, regardless of any financial aid award.**

Failure to officially withdraw from classes, or the university, according to established deadlines in the Academic Calendar (<https://www.marquette.edu/central/registrar/calendars-exams-schedules.php>), (<https://bulletin.marquette.edu/healthscienceprofessional/academiccalendar/>) the procedures referenced below, and the timelines, as published by the Bursar's Office (http://www.marquette.edu/mucentral/bursar/withdrawal_index.shtml/), does not relieve students of the responsibility to pay for any tuition/fees owed for such classes. In addition, if students cease attendance by dropping, withdrawing, or for any other reason from all federal aid eligible courses in a payment period, those students must be considered withdrawn for federal aid purposes. Students' financial aid is adjusted as required by federal and state refund calculations and institutional policy, based on the last date of attendance as reported by the students' college/school. Students' withdrawals are reported to the National Student Loan Data System when any loan deferments need to be cancelled at the time of withdrawal. Finally, the date on which withdrawal forms are submitted to the university is the date used for any tuition refund calculations.

The period for withdrawing from classes, or the term, if registered, is the day after the deadline to Add/Drop until the withdrawal deadline for each session in which classes are scheduled, as specified in the Academic Calendar (<https://www.marquette.edu/central/registrar/calendars-exams-schedules.php>). **After this deadline, students who wish to withdraw, are assigned the appropriate grade, as outlined in the Grading Section above.**

If students, at any time, fail to manifest those qualities to be appropriate and necessary to the professional field for which they are preparing, withdrawal from the program, university or any class may be initiated by the college and grades of ADW are assigned, if the administrative withdrawal action is taken during the term.

Students assume responsibility for the consequences that ensue as a result of any withdrawal grade. These consequences may include but are not limited to: a delay in graduation, denial of readmission (in the case of an administrative withdrawal, ADW, the student must be cleared by the academic dean and/or the dean of students before the readmission request is processed), external institutions/entities viewing these grades as failing, loss of eligibility for certain scholarships and/or financial aid, loss of full-time or part-time status and/or loss of a refund.

FROM CLASSES

Students who wish to withdraw from one or more classes, but still attend at least one other class during the term, must officially withdraw from classes using the Health Sciences Professional Single Course Withdrawal Form located on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml). Students are not officially withdrawn from any class until the completed withdrawal form is submitted to the office of the academic dean.

Additionally, as indicated in the Withdrawal section above, failure to follow the outlined procedures and timelines and to officially withdraw from classes, does not relieve students of the responsibility to pay for any tuition/fees owed for such classes. It is the responsibility of students to determine, prior to the withdrawal from any class, if there are financial aid and/or scholarship consequences to this withdrawal.

FROM THE UNIVERSITY

Students who are enrolled for one or more classes and decide to withdraw from all of them in a given term (even if enrolled in just one class) or decide to discontinue their study at Marquette after a term is complete, must formally withdraw from the university. The withdrawal process is accomplished via the Withdrawal for All Students form or the official Medical Withdrawal (<https://bulletin.marquette.edu/healthscienceprofessional/academicregulations/#medicalwithdrawal>) forms and process, depending on the circumstance necessitating the withdrawal. These forms are located on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml).

A complete term withdrawal is not processed by the university or considered official until the completed withdrawal form is submitted to the college office. In addition, as indicated in the Withdrawal section above, failure to follow the outlined procedures and timelines and to officially withdraw from classes does not relieve students of the responsibility to pay for any tuition/fees owed for such classes. It is the responsibility of students to determine, prior to the withdrawal from a term, if there are financial aid and/or scholarship consequences to this withdrawal.

UNEXCUSED

Students who register, never attend and fail to officially withdraw from a class, are withdrawn because of non-attendance. This action results in a permanent grade of UW on the academic record that may not be replaced with any other grade. The date that the college office or other university official first learns of the non-attendance is the date used by the university to calculate all necessary actions. In addition, failure to follow the outlined procedures and timelines as listed in the Withdrawal section above and to officially withdraw from classes, does not relieve students of the responsibility to pay for any tuition/fees owed for such classes. It is the responsibility of students to determine if there are financial aid and/or scholarship consequences to the grade of UW.

MEDICAL

Refer to the Medical Withdrawal Policy (<https://bulletin.marquette.edu/policies/medical-withdrawal/>).