

# Temporary Withdrawal from Graduate Program

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Marquette University supports a temporary withdrawal from graduate program policy to assist graduate students who are temporarily unable to continue their programs. A temporary withdrawal is typically granted for one term, but in some circumstances, may extend for up to one academic year. Under unusual circumstances, a second temporary withdrawal may be requested as an extension of the original request or as a separate request, unrelated to previous requests. Reasons for requiring a temporary withdrawal may include: bereavement, illness, injury, care giving, military service, maternity and paternity.

## Preparing the Application for Temporary Withdrawal from Graduate Program

Students requesting a temporary withdrawal must submit a Request for Temporary Withdrawal from Graduate Program form, found on the Graduate School forms website ([http://www.marquette.edu/grad/forms\\_index.shtml](http://www.marquette.edu/grad/forms_index.shtml)). The form is completed by the student and signed by both students and their advisers or supervising faculty member. The application is submitted to the chairperson/director for review and signature, who will forward it to the Graduate School for consideration on a case-by-case basis. Students may be required to provide documentation to support their request. The temporary withdrawal must be requested in advance of the anticipated temporary withdrawal, prior to the start of a term, and is not approved retroactively (i.e., for previous terms), unless the Temporary Withdrawal from Graduate Program approval process was initiated at the beginning of a term and the decision of the university was delayed. The termination of the withdrawal should coincide with the end of a term or session.

It is the responsibility of all students to ensure that the proposed temporary withdrawal is compatible with the regulations of any granting agency from which funding is normally received during the temporary withdrawal period, and that such agencies are informed of the proposed temporary withdrawal. Students on student loan programs are responsible for determining the consequences that such a temporary withdrawal may have on their repayment status prior to applying for a temporary withdrawal from their graduate program. International students are advised to consult with the Office of International Education regarding their immigration status prior to applying for a temporary withdrawal from their graduate program.

Students granted a temporary withdrawal from their graduate program have their time-to-completion of degree extended by the amount of time granted by their temporary withdrawal. The continuous enrollment policy is also held in abeyance during this time. Students granted a temporary withdrawal are not held to the readmission process unless they do not enroll in the term indicated on the Request for Temporary Withdrawal from Graduate Program form.

Students granted a temporary withdrawal do not have the right to use university facilities during the time of their temporary withdrawal. This includes the library, the recreation center and any other resources normally granted to enrolled students.

Students should make every effort to resolve any grades of incomplete prior to beginning a temporary withdrawal. However, students who begin a temporary withdrawal with one or more unresolved grades of incomplete must negotiate with the course instructor(s) a timeline for completion of the academic work leading to the incomplete, and must submit the timeline to the Graduate School.

The salary and stipend of graduate student assistants who are granted a temporary withdrawal from their graduate program is suspended during the period of their withdrawal.

In situations where it is necessary for students to leave during a term, they should seek a late withdrawal for that term.