

Withdrawal - Graduate School of Management

Graduate School of Management Withdrawal Policy

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/schoolofmanagement/academiccalendar/>) the procedures referenced below, and the timelines, as published by the Bursar's Office (<https://www.marquette.edu/central/bursar/withdrawal.php>), does not relieve students of the responsibility to pay for any tuition/fees owed for such classes. In addition, if students cease attendance (drop or withdraw) from all federal aid eligible courses in a payment period, those students must be considered a withdrawal 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 Graduate School of Management. Students' withdrawals are reported to the National Student Loan Data System when any loan deferments need to be canceled at the time of withdrawal. Finally, the date on which all withdrawal forms are submitted to the university is the date used for any tuition refund calculations.

Students assume responsibility for all consequences that ensue as a result of receiving any withdrawal grade. The consequences may include but are not limited to: a delay in graduation, dismissal from the degree program, external institutions/entities viewing these grades as failing grades, loss of eligibility for certain scholarships and/or financial aid, loss of full-time status and/or loss of any refund.

DROPPING OR WITHDRAWING FROM COURSES

Students who, after the deadline to Add/Drop, wish to withdraw from one or more, but not all, courses (W grade) in a particular session/term are strongly encouraged to contact the Graduate School of Management before the decision to withdraw is made. Once the decision to withdraw is made, students must drop the course via Checkmarq, or in the case of a status change due to the drop, students must complete appropriate forms and send them to the Graduate School of Management before any enrollment change becomes effective. The Graduate School of Management's Course Drop or Withdrawal form is available on the Graduate School of Management forms website (<https://www.marquette.edu/business/graduate/forms.php>). (See also *Withdrawing From All Courses*, below.) Failure to officially withdraw does not relieve students of the responsibility to pay for any tuition/fees owed for such classes. Tuition refunds (see *Withdrawal Refund Schedule* (<https://www.marquette.edu/central/bursar/withdrawal.php>)) and W (Withdrawal) grades are based on the date that students submit the Course Drop or Withdrawal form to the Graduate School of Management, not on the date that students last attend classes or sign the form.

Students who wish to withdraw from a course with a W (Withdrawal) grade must do so before the deadline date listed in the Academic Calendar (<https://www.marquette.edu/central/registrar/calendars-exams-schedules.php>). Due to excessive absences or other reasons, including failure to formally withdraw before the deadline, students may be administratively withdrawn from a course and incur a grade of either ADW (Administrative Withdrawal), UW (Unexcused Withdrawal), WA (Withdrawn-Excessive Absences) or WF (Withdrawn-Failure). If an ADW, UW, WA or WF grade has already been assigned, it is not replaced with any other grade, except as described in the ADW grading section above.

Students are urged to contact the Graduate School of Management at (414) 288-7145 or email gsm@marquette.edu, if there are questions regarding course withdrawal. When withdrawing from any portion of a course load, students must carefully consider the ability of their remaining enrollment to satisfy any enrollment requirements to which they might be subject due to applications for student loans, loan repayment deferments, visas, etc. In the case of a UW grade, the fact that students did not attend class, does not relieve them of the obligation to pay any tuition and/or fees that are due.

WITHDRAWING FROM ALL COURSES

Students enrolled in one or more classes who, after the deadline to Add/Drop, decide to discontinue study for the term must notify the Graduate School of Management via the Course Drop or Withdrawal form available on the Graduate School of Management forms website (<https://www.marquette.edu/business/graduate/forms.php>) and request a complete withdrawal from all courses. The same rules, procedures and cautions for partial withdrawals also apply to complete withdrawals. Withdrawing from all courses does not automatically withdraw students from a graduate program, but it might affect their eligibility to register in subsequent terms.