



# Readmission: Undergraduate

Purpose: used by former students who wish to return to Marquette; or current students who wish to move from degree-seeking to non-degree status the term following graduation. 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. If you previously attended Marquette as a non-degree student and now wish to be degree-seeking, apply through the Office of Undergraduate Admissions.

### 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 reviewed 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.
- Hand deliver, fax or mail the completed form and supporting documents as indicated below.
- Once your application has been processed, the Office of the Registrar will notify you.

### Note:

- 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.
- for all colleges, except Nursing: 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.
- for Nursing applicants the completed application and all required documents must be received by the Office of the Registrar **no later than one week before**: March 1 for Summer readmission; May 15 for Fall readmission; November 1 for Spring readmission.

### 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

Former Name(s) \_\_\_\_\_  
 \_\_\_\_\_  
 DOB MM/DD/YYYY \_\_\_\_\_

Mailing Address \_\_\_\_\_  
 street address, city, state, zip code

Email \_\_\_\_\_ SSN/MUID \_\_\_\_\_ Phone \_\_\_\_\_

Citizenship (check one)  U.S. Citizen, Permanent Resident or Immigrant  U.S. Visa Holder  Other

Are you Hispanic or Latino? (check one)  Yes, I am Hispanic or Latino  No, I am not Hispanic or Latino

What is your race? (check one or more):  American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

Have you earned a previous degree from Marquette?  Yes  No If yes, enter date of degree: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No  
 If yes, attach a letter that includes your age at the time of the felony, the exact nature of the felony, the specific sentence imposed, the specific court that imposed the conviction, any extenuating circumstances surrounding the conviction and any other documentation you wish to provide.

### 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, except Marquette.

High School from which you graduated \_\_\_\_\_ City and State \_\_\_\_\_

Institution you are currently attending \_\_\_\_\_ City and State \_\_\_\_\_

Other institutions you have attended \_\_\_\_\_ City and State \_\_\_\_\_

If you have attended more than one institution other than Marquette, attach additional pages.

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



**Request for Readmission: Undergraduate**  
**(Page 2)**

**Section 3: New College Information**

College in which you wish to enroll (*check one*)

- Arts & Sciences
- Business Administration
- Communication
- Education
- Engineering
- Health Sciences
- Nursing
- Professional Studies

Degree status (*check one, if applicable*)

- Degree-Seeking: 1st Bachelor's
- Degree-Seeking: 2nd Bachelor's

Non-Degree (*check one, if applicable*)

- 2nd Major  
*will not show in CheckMarq; will display on transcript upon completion of program.*
- Minor  
*will not show in CheckMarq; will display on transcript upon completion of program.*
- Student Teaching
- Personal Enrichment/Development

In which term do you first intend to enroll?

- Fall
- Spring
- Summer

Expected Graduation Term

*Degree-Seeking Students only* \_\_\_\_\_

Intended Academic Load

- Full-Time
- Part-Time

Desired Major/Minor: \_\_\_\_\_

**Section 4: Student Statement/Signature**

*I hereby request readmission to the university and I understand that the college into which I request this readmission has the final decision, as per University policy.*

Signature \_\_\_\_\_

Date \_\_\_\_\_