



# Military Call to Active Duty/Training: Initial Notification

Purpose: Used when a current student receives orders for active deployment or military training, either before a term begins or during a term.

### Student Instructions

1. Review the Military Call to Active Duty/Training policy.
2. Complete Sections 1-2 of this form using a computer.
  - a. a handwritten form will not be accepted.
  - b. an incomplete form without the required documents attached will not be processed and returned to you for completion.
3. Print the form using the 'Print Form' button.
4. Sign the form in Section 3; a digital signature is not acceptable.
5. Submit the signed form and a copy of your deployment/training orders to your home college/school.

### Notes:

- a. if the term has not started, drop all of your classes via CheckMarq.
- b. if classes have started, see Section 2 for your options.
- c. if applicable, meet with Marquette Central prior to departure regarding your financial aid.

### College/School Instructions

1. Confer with the student and faculty.
2. Sign the form in Section 4.
3. Scan the form to the Office of the Registrar via ImageNow.

### Section 1: Student Information

#### Name

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

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

College/School \_\_\_\_\_ Degree Program/Major \_\_\_\_\_

Term/year of deployment/training call-up  Fall  Spring  Summer \_\_\_\_\_ Year \_\_\_\_\_ Unit \_\_\_\_\_

### Section 2: Actions (check all that apply)

- I will be deployed for no more than two weeks and will return before the last day to withdraw:
- I have discussed this with my faculty/college/school and have approval to remain in my classes.
- I have discussed this with my faculty/college/school and have been advised to withdraw from classes (W grades will be assigned).

- I will be deployed for more than two weeks and must leave the University before the last day to withdraw from classes  
NOTE: W grades will be assigned.

- I will be deployed for more than two weeks and must leave the University after the last day to withdraw from classes.
- I have discussed this with my faculty/college/school and have approval to receive incomplete grades in the following classes:

(check one)  All of my classes.

The classes listed here: \_\_\_\_\_  
(e.g. ENGL 1001-101; MATH 1400-701)

- I have discussed this with my faculty/college/school and have been advised to withdraw from the following classes (W grades will be assigned).

(check one)  All of my classes.

The classes listed here: \_\_\_\_\_  
(e.g. ENGL 1001-101; MATH 1400-701)

### Section 3: Student Statement/Signature

I hereby make notification to the University of my call-up for military active deployment or training. I request the actions outlined above in Section 2. I also acknowledge that I have read and understand my responsibilities as outlined in the Military Call to Active Duty/Training policy.

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

### Section 4: College Office Use Only (Use ImageNow stamp)

Reviewed by \_\_\_\_\_