

# Admission to the Graduate School of Management

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## ADMISSION STATUS

Marquette University admits graduate students under four different categories: degree, non-degree, temporary and visiting scholar status.

## DEGREE STATUS

When applicants are admitted to a program leading to a master's degree, they are said to be in "degree status." This designation is made after the department and the Graduate School of Management have accepted an application. An applicant may be admitted into one of two categories. Certificate program students must apply for degree status only. Non-Degree and Temporary non-degree status are not admission options for Certificate programs.

**Regular degree status** — Designates a student who is admitted to the Graduate School of Management and is working toward a certificate or master's degree in a particular program. Students are eligible for tuition scholarships, graduate assistantships and fellowships.

**Probationary degree status** — This status is awarded to master's degree students only by the applicant's department or the Graduate School of Management. Probationary status is assigned when an applicant's academic performance falls below Graduate School of Management standards but there is other evidence to suggest the potential for successful graduate level study. Students admitted on probation are not eligible to receive financial aid from the Graduate School of Management but may apply for financial assistance from the Office of Student Financial Aid. Probationary status is typically removed upon completion of nine semester hours of course work with a 3.000 overall GPA or better, no grade lower than a B and all credits taken at the graduate level. Conditions of probationary degree status are specified on the admission letter. Students failing to have their probationary status removed after completing nine semester hours are not permitted to remain in the Graduate School of Management.

## NON-DEGREE STATUS

Non-degree status is seldom utilized in the Graduate School of Management. This status designates any student taking graduate-level classes who is not seeking a master's degree. Two types of non-degree status utilized by the Graduate School of Management are: temporary and non-degree. Non-degree students are not eligible for federal financial aid. Non-degree students are not eligible to receive financial aid from the Graduate School of Management or from the Office of Student Financial Aid except for Catholic Schools Personnel Scholarships, the Milwaukee Area Teachers Scholarships, and students who are part of an organization-level agreement or partnership with the Graduate School of Management and/or Marquette University.

All applicants are required to submit an application, the application fee, certified copies of transcripts and other information as requested by the department. Non-degree applicants seeking admission to degree status must meet the same admission standards as other applicants to a degree program.

Completion of any number of non-degree credits does not guarantee acceptance into a degree program, and, if a non-degree student is subsequently admitted to a degree program, there is no guarantee that credits earned while in non-degree status will count toward the degree. Most degree programs accept no more than six credits taken as a non-degree student. Grades below B do not transfer to degree programs but do remain in grade point calculations.

Credits earned as a non-degree student may be considered as graduate credits and certified as such to school boards or other authorities. Non-degree students may register for Graduate School of Management courses if they have met the prerequisites and have department permission. Permission numbers are required for non-degree registrations. The Graduate School of Management typically limits non-degree status to one term.

**Probationary status** — This status is awarded by the applicant's department or the Graduate School of Management. Probationary status is assigned when an applicant's academic performance falls below Graduate School of Management standards but there is other evidence to suggest the potential for successful graduate level study. Non-degree probationary status is typically valid for one term only. A student is expected to meet requirements for and apply to degree status if the student anticipates continuing. Conditions of probation are included on the admission letter.

## TEMPORARY ADMISSION STATUS

Applicants who have applied to a degree or a non-degree program and meet the minimum admission requirements but have not submitted all the necessary documents may be admitted under temporary status. This admission is valid for only one term. Students must apply for and be admitted as a degree student before being allowed to register for additional courses. There is no guarantee that credits earned while in temporary status will count toward the degree. Grades below B do not transfer to the degree program but remain in grade point calculations. Exceptions are rarely made to this policy.

## VISITING SCHOLAR STATUS

This status designates a student, seeking a master's degree at another institution, who takes one or more classes at Marquette University with the intention of transferring the earned credits. Evidence of the student's status and academic performance at the other institution are required. Submission of official transcripts is required.

Visiting scholars may apply for federal financial aid through the student's home school or through Marquette. Students applying for aid through Marquette must request a Consortium Agreement from the Office of Student Financial Aid. When the completed form is returned to Marquette, the student becomes eligible for federal financial aid and the Office of Student Financial Aid processes the student's FAFSA. Students applying for federal aid through their home institutions should consult their home institutions for their application policies and procedures.

## GENERAL ADMISSION REQUIREMENTS

Only applicants whose total record indicates that they can make independent, original and high-quality contributions to knowledge are admitted. Departments reserve the right to limit the number of students accepted within a given time period. Applicants must follow the Graduate School of Management's application for admission procedures. It is the applicant's responsibility to obtain information about additional application requirements from the Graduate Programs section found within the Graduate School of Management (<https://www.marquette.edu/business/graduate/>) website.

## APPLICATION PROCEDURES

The Graduate School of Management requires all applicants to submit a complete application and unofficial transcripts from all post-secondary institutions attended. Upon admission, final official transcripts from all previously attended colleges/universities, except those from Marquette University, must be submitted to the Graduate School within the first five weeks of the term of admission or a hold preventing registration for future terms is placed on the student's record. Additional application materials are required for admission to most programs, please refer to the Graduate School of Management (<https://www.marquette.edu/business/graduate/>) website for more information. Supplemental documents may be submitted to [gradadmit@marquette.edu](mailto:gradadmit@marquette.edu) or if needed, by mail to: Marquette University Graduate School, 1250 W. Wisconsin Ave., Suite 205, Milwaukee, WI 53233. **Applications are not reviewed for admission until all materials have been received.**

Students may apply for Regular Degree, Temporary Degree, or Non-degree status. It is recommended that students apply for Regular Degree Status when possible.

Applicants for degree status must submit all materials directly to the Marquette graduate application website (<https://graduate.admissions.marquette.edu/apply/>). Application requirements for each program are outlined within academic program pages within the Graduate School of Management (<https://www.marquette.edu/business/graduate/>) website.

Although the department makes recommendations on admission, and may notify the application of the recommendation, **official** notification of the decision regarding admission and merit-based financial aid come only from the Graduate School.

## OFFICIAL TRANSCRIPTS

*Domestic Admitted Students:* Upon admission, final official transcripts from all previously attended colleges/universities, except those from Marquette, must be submitted to the Graduate School within the first five weeks of the term of admission. Final official transcripts must include the degree earned and degree conferral date (if applicable). Final official transcripts must be sent to the Marquette University Graduate School directly from students previous institution either electronically via secure third-party or postal mail. Transcripts that pass through the applicant's hands or stamped "Issued to Student" will not be considered official. If final official transcripts are not received by the Graduate School within the first five weeks of the term of admission, a hold preventing future registration will be placed on the students record. Applicants who previously attended Marquette University need not request Marquette transcripts but are required to furnish transcripts from other schools they attended. Applicants must notify the Graduate School if the last (family) name is different from the name on the Graduate School application.

*International Admitted Students:* Upon admission, final official transcript evaluations must be sent to the Graduate School directly from the approved transcript evaluation service used for the course-by-course evaluation within the first five weeks of the term of admission. Final official transcript evaluations must include the degree earned and degree conferral date (if applicable). Final official transcript evaluations must be sent to the Marquette University Graduate School directly from an approved transcript evaluation service either electronically via secure third-party or postal mail. Transcripts and transcript evaluations that pass through the applicant's hands or stamped "Issued to Student" will not be considered official. If final official transcript evaluations are not received by the Graduate School within the first five weeks of the term of admission, a hold preventing future registration will be placed on the students record. Applicants who previously attended Marquette University need not request Marquette transcripts but are required to furnish transcripts from other schools they attended. Applicants must notify the Graduate School if the last (family) name is different from the name on the Graduate School application.

## LETTERS OF RECOMMENDATION

Applicants should check application requirements for the program of interest within Graduate School of Management (<https://www.marquette.edu/business/graduate/>) website for information about the number of letters of recommendation needed, if any. Letters of recommendation should comment on the applicant's past academic record and potential for future success. Most programs do not require special forms or format. Letters of recommendation may be sent directly to the Graduate School of Management by the author or institution, delivered in sealed envelopes with the author's signature across the back flap, or via the online letter of recommendation function available within the online application. If the online letter of recommendation system is used, the physical letter of recommendation does not have to be submitted.

Applicants applying for financial aid through the university (Assistantship and Scholarship awards) must submit three letters of recommendation and check the financial aid area on the application (see the Financial Aid section of this bulletin).

International students must submit three letters of recommendation even if they are not applying for financial aid. These letters should be sent directly to the Graduate School of Management by the author or institution or be delivered in sealed envelopes with the author's signature across the flap, or via the online letter of recommendation function available within the online application.

Letters from former professors or administrators of their former institutions are preferred.

### **PERMISSION TO DISCUSS THE APPLICANT'S FILE WITH A THIRD PARTY (OPTIONAL)**

Applicants who are unable to speak directly with an admissions counselor (due to distance, expense, etc.) may give the Graduate School of Management permission to communicate with a third party. Marquette University requires that this request be made in writing, be signed by the applicant, and specify the name(s) of the third party. The form is available on the GSM website (<https://www.marquette.edu/business/graduate/forms.php>).

### **ADDITIONAL APPLICATION MATERIALS AS REQUESTED BY THE PROGRAM**

It is the applicant's responsibility to obtain information about these requirements from the Graduate School of Management (<https://www.marquette.edu/business/graduate/>) website.

### **TEST DATA**

One or more of the following tests may be required as part of the admission process. Consult the Graduate School of Management website (<https://www.marquette.edu/business/graduate/>) for information specific to the applicant's proposed program. Regardless of the test, all scores must be sent directly from the issuing source to the Graduate School of Management.

The Graduate School of Management urges applicants to take tests well in advance of the date the scores are needed. It can take up to six weeks for scores to reach the Graduate School of Management office after the exam. Test scores should be relatively recent; scores more than five years old (two years for TOEFL) may not be accepted.

### **GRADUATE MANAGEMENT ADMISSION TEST (GMAT)**

All Graduate School of Management programs require the GMAT (test code 1448) or GRE (test code 1448) for admission to the master's programs.

Test takers must enter the code 1448 in the Score Report Recipient section of the GMAT registration form. It is not sufficient to list Marquette as the undergraduate institution. Failure to enter the correct code delays the admission decision.

Refer to the degree program sections of the Graduate School of Management (<https://www.marquette.edu/business/graduate/>) website for program-specific GMAT requirements.

### **GRADUATE RECORD EXAMINATION (GRE)**

Test takers must enter the code 1448 in the Score Report Recipient section of the GRE registration form. It is not sufficient to list Marquette as the undergraduate institution. Failure to enter the correct code delays the admission decision.

Refer to the degree program sections of Graduate School of Management (<https://www.marquette.edu/business/graduate/>) website for program-specific GRE requirements.

### **ENGLISH LANGUAGE PROFICIENCY - INTERNATIONAL STUDENTS ONLY**

International students whose language of instruction for their bachelor's degree education (or master's, if applicable) was not English, must provide English language proficiency verification via one of the following: TOEFL, IELTS, or ESL Language Center. Refer to the Graduate School Proof of English Proficiency website (<https://www.marquette.edu/grad/english-proficiency.php>) for specific requirements.

## **INTERNATIONAL STUDENT REQUIREMENTS**

### **DEFINITION OF AN INTERNATIONAL STUDENT**

An international student is defined as an applicant who is not a U.S. citizen or permanent resident.

#### **Application Instructions**

As described within the Graduate School of Management (<https://www.marquette.edu/business/graduate/>) website, international applicants are required to submit an application form, a non-refundable application fee, a course by course transcript evaluation from an approved transcript evaluation service for all colleges or universities attended, evidence of English proficiency (such as TOEFL) and other materials as required by the program to which they are applying.

### **FINANCIAL VERIFICATION AND VISA REGULATIONS**

Upon acceptance to the Graduate School of Management, F-1 students must adequately document their financial resources for the duration of the academic program before a visa is issued. Financial verification, in the form of an appropriate sponsorship statement and an advance deposit (in U.S. currency) must be sent to Marquette University before the certificate of eligibility for a visa is issued. As a courtesy to our students, all I-20's are express mailed to the student at the expense of the Graduate School of Management. The premium for the first term of health and repatriation insurance

required of all F-1 students are deducted from the advance deposit. Students must be prepared to pay any remaining balance of the first term's tuition when they arrive on campus. The advance deposit is waived if the student receives a scholarship or other academic award that covers the cost of the first term's tuition. If a student is unable to obtain a visa after the I-20 has been issued, all but \$10 (U.S. currency) is refunded. A written request for a refund must be sent to the Graduate School.

International students must abide by the regulations of their legal status in the United States regarding their defined educational objectives, academic load and employment. Most international applicants are eligible only for regular degree status. Those seeking admission for non-degree status must obtain a statement of their legal eligibility from Marquette's Office of International Education.

## Readmission

Students who have withdrawn from the university, failed to enroll for one or more academic-year terms, were administratively withdrawn from their program, or who were suspended for any reason must be formally readmitted to the Graduate School of Management before resuming their studies. Students may not be readmitted to a program that is no longer active at the time of readmission.

To be readmitted, students must receive departmental endorsement and may be asked to complete a new Application for Graduate School of Management Admission via the GSM website (<https://www.marquette.edu/business/graduate/>). The application for readmission from students who have been Required to Withdraw for Academic Reasons (academically dismissed), must include the Appeal Academic Dismissal/Satisfactory Academic Progress form found on the Marquette Central academic forms website (<https://www.marquette.edu/central/registrar/forms.php>). Furthermore, no application for readmission is considered for any former student with an outstanding balance of \$3,000 or more owed to the university. The assistant dean of the Graduate School of Management and the director of the master's program jointly decide if a student is readmitted.

In being readmitted, students face the possibility that previously completed work might not be accepted with the readmission decision, even if taken within the same program. The major department and/or Graduate School of Management may also set readmission conditions on the student's resumption of work toward a degree such as registering for additional course work, retaking examinations, completing the degree within a specified time period, or other appropriate terms.

Requests for readmission from students who have been suspended are based on many considerations including the applicant's ability, evidence of growth and maturity, credits earned at another institution and time elapsed since leaving Marquette. Students may not be readmitted to a program that is no longer active at the time of readmission.

## Earning a Second Master's Degree

Students already holding a Marquette master's degree may earn a second Marquette master's degree in another discipline following the application procedures stated in this bulletin.

During the first term of study for a second master's degree within the Graduate School of Management, students must plan with their adviser, a program of study to successfully complete the second master's degree. Typically, between 6 and 9 credit hours may be transferred (courses must have been completed within the past 5 years with the grade of B or better) from a student's first master's degree at Marquette University depending on the total number of credits needed for the second master's degree. No more than 40% of a program can be double counted between degrees. Students in certificate programs are encouraged to seek advising regarding transferring certificate courses to master degree requirements. Transfer credits from certificate programs to master's degree vary by degree. Note that no credits can be transferred into a certificate and no courses taken prior to admission to a certificate program can count toward the certificate. Department endorsement and Graduate School of Management approval must be obtained. All transfer credits must be relevant to the GSM degree. All program requirements for the second master's degree must be successfully completed by deadlines posted in the bulletin, including the transfer of credit form, graduation application, and if required, the professional project or comprehensive exam, etc. to meet the requirements for the second master's degree. (See Transfer of Credit (<https://bulletin.marquette.edu/schoolofmanagement/academicregulations/#transferofcredit>) for additional information.)

A student may concurrently enroll in a master's degree and certificate program, and in some cases, courses may be used to satisfy requirements for both as outlined in the program requirements for the individual certificate and master's degree. Credits earned for a certificate must be done so after admission to the certificate program. Transfer credits are not permitted toward certificate program requirements.