

Academic Regulations

Policies and Regulations

Dental students are responsible for complying with the regulations and/or procedures of the School of Dentistry, as described in such documents as the *Handbook on Academic Policies and Procedures*, *Clinic Operations Manual* and *Comprehensive Patient Care Group Manual*, as well as those set forth in the *At Marquette* student handbook. Copies of these are found online. Violations of regulations found in *At Marquette* are handled by the Office of Student Development. Copies of *At Marquette* are obtained at the Office of Student Development. If there is a conflict between the two applicable regulations or procedures, the School of Dentistry regulation/procedure governs. If there are multiple components to a case, the components of the case may be separated and reviewed independently by the appropriate authority (e.g., School of Dentistry, Office of Student Development).

Academic Programs Defined

This policy (<https://bulletin.marquette.edu/undergrad/academicregulations/#academicprogramsdefined>) defines and outlines all academic programs at Marquette University. The full policy appears only once in the bulletin. While the link directs to the Undergraduate Bulletin, the definitions are universal to Marquette and therefore apply to School of Dentistry programs as well.

Awarding Diplomas and Certificates

This policy (<https://bulletin.marquette.edu/undergrad/academicregulations/#awardingdiplomasandcertificates>) defines and outlines the process for approval and distribution for all official Marquette University certificates and diplomas. The full policy appears only once in the bulletin. While the link directs to the Undergraduate Bulletin, the definitions are universal to Marquette and therefore apply to School of Dentistry programs as well.

Background Checks, Drug Testing

Marquette University School of Dentistry and its affiliated educational programs may require students to submit to a criminal background check and/or drug testing. The results of those checks and/or tests may affect eligibility to continue in that degree and/or course.

Commencement

Attendance at Commencement exercises is obligatory for all members of the graduating class. Permission to be absent is only granted for compelling reasons. Such requests must be submitted to the dean in writing by May 1. The dean forwards the request for final action to the provost of the university.

Students, who are in good academic standing, meet the appropriate graduation application deadline and complete their degree requirements including the official recording of any transfer work, by the end of the summer term may participate in spring Commencement. Such students may participate in selected May Commencement ceremonies in the School of Dentistry. Students who are required to enroll in any fall term course in the School of Dentistry are specifically prohibited from participating in any May Commencement ceremony for either Marquette University or the School of Dentistry.

The Commencement program is accurate as of the day it is printed and the University reserves the right to make changes to the academic record, if the information contained in the program changes after final grades and degree audits are completed, or other audits reveal the need for a change.

Credit Load

The maximum credit load students may take is 27 credits in the fall and spring terms and 19 credits in the summer term.

Dean's List

At the end of each fall and spring term, students with up to the five (5) highest term GPAs in each class are named to the Dean's List. No more than 15% of any class (15 students in a class of 100) can be named to the Dean's List. If the number of potential students who might otherwise be named to the Dean's List exceeds 15% of the total regular class enrollment, the upper limit of eligibility is lowered until the total number of eligible students falls below the 15% cap.

For example, if 7 students have the highest GPA, seven students have the second highest GPA and seven students have the third highest GPA, only the first 14 students are named to the Dean's List, in order to stay below the 15% cap of 12 students.

Alternatively, if one student has the highest GPA, one student has the second highest GPA, two students have the third highest GPA, one student has the fourth highest GPA, one student has the fifth highest GPA, five students have the sixth highest GPA and four students have the seventh highest GPA, only the first six students are named to the Dean's List, in order to stay within the top five (5) highest term GPA limit.

Dean's Lists are not calculated for the fourth year as the majority of D4 courses are graded satisfactory/unsatisfactory.

Family Educational Rights and Privacy Act

In compliance with the Family Educational Rights and Privacy Act, Marquette University notifies its students each term of their rights to inspect, amend and prevent disclosure of their education records. For further information, consult Marquette's FERPA policy, located on the Marquette Central Academic Policies website (<https://www.marquette.edu/central/registrar/ferpa.php>).

Graduation Requirements

Graduation is based on the recommendation of the faculty and concurrence of the dean of MUSoD. A candidate for the degree of Doctor of Dental Surgery must fulfill the following requirements:

1. Successful completion of the National Board Dental Examinations, Parts I and II.
2. Successful completion of all of the prescribed courses of study.
3. Cumulative grade point average of 2.000 or above.
4. No outstanding grades of F, I, IC, IR, NG, U or WF.
5. Demonstration of competency in all areas listed in the Dental Competencies section.
6. Retirement of all debts and obligations to Marquette University.
7. Clearing of non-academic requirements through the Office of Clinical Services.

Grading System

Letter grades, with or without grade points, are used by Marquette faculty to evaluate students' performance in a course. All grades described below, except for I, IC, IE and IR grades are permanent grades. **No additional work for the purpose of changing a permanent grade may be submitted by students after the last day of the session in which the class is offered. Likewise, no additional work for the purpose of changing temporary grades of I, IC, IE or IR may be submitted by students once the deadline to change temporary grades has passed.**

The following letter grades, their equivalents in achievement and grade points per semester hour of credit, are used by Marquette University School of Dentistry faculty to evaluate student performance in a course:

| Grade | Numerical Grade Range | Achievement | Grade Points |
|-------|-----------------------|-------------------|--------------|
| A | 95-100 | Superior | 4.000 |
| A- | 92-94 | | 3.670 |
| B+ | 89-91 | | 3.330 |
| B | 86-88 | Good | 3.000 |
| B- | 83-85 | | 2.670 |
| C+ | 80-82 | | 2.330 |
| C | 77-79 | Satisfactory | 2.000 |
| C* | 75-76 | Minimally passing | 1.670 |
| F** | <75 | Unsatisfactory | 0.000 |

* While C- grades are minimally passing, the GPA value of C- grades is less than the 2.0 value required to maintain satisfactory academic standing.

** Marquette University School of Dentistry does not assign a D grade. All grades below C- are unacceptable and do not fulfill the graduation requirements for the Doctor of Dental Surgery degree. For courses taken in the College of Health Sciences which may have a different grading scale, students must adhere to Marquette University School of Dentistry grading standards. Courses with F grades may be remediated as described in the policy on Course Remediation. Submission of a last date of attendance is required for the grade of F. The maximum allowable grade for any course remediation is a C-.

For purposes of letter grade calculations, all numerical grades that are 0.50 or higher are rounded up to the next higher number, e.g., a numerical grade of 91.50 to 91.99 would be rounded up 92, giving a letter grade of A-. Conversely, numerical grades that are 0.49 or lower are rounded down to the next lower number, e.g., a numerical grade of 91.01 to 91.49 would be rounded down to 91, giving a letter grade of B+.

In certain courses, only S or U grades are assigned.

| Grade | Defined |
|-------|--|
| S | Satisfactory completion of the course. Full credit earned and course fulfills graduation requirements for the Doctor of Surgery degree; however, the grade does not affect the grade point average. |
| U | Unsatisfactory completion of course. No credit earned and the course does not fulfill graduation requirements for the Doctor of Dental Surgery degree; however, the grade does not affect the grade point average. Submission of a last date of attendance is required for this grade. |

The following letter grades are used to indicate circumstances involving audits, incompletes, absences and withdrawals.

| Grade | Defined |
|-------|---|
| ADW | Administrative Withdrawal; a permanent grade indicating the student was withdrawn from the course for administrative reasons, as determined by approved personnel of the university, including but not limited to the dean, or members of a committee involved in a formal hearing and/or appeal process. Submission of the late date of attendance is required for this grade. This grade will take precedence over any other grade assigned to the student at the time of the administrative withdrawal. |
| AU | Audit (no credit); a permanent grade indicating the credits are excluded from attempted credits. |
| AUA | Audit (no credit); a permanent grade, indicating the credits are included in attempted credits, used in Satisfactory Academic Progress. |
| I | Incomplete; a temporary grade assigned by the course director, indicating that the student has not completed the requirements/exams necessary for the assignment of a grade due to circumstances beyond the control of the student, e.g., excused absences. To be eligible for an Incomplete grade, students must complete at least 60 percent of the class as measured in weeks of attendance or participation in the session. In such cases the student must meet with the course director within five (5) school days of the assignment of the grade or the student's return to school, to determine the requirements to successfully complete the course. Students who have not completed the requirements necessary for the assignment of a grade due to unexcused absences, inability to maintain an appropriate pace of study or poor quality of work will be assigned a grade of F or U. The assignment of a grade of I implies that the student is significantly behind in terms of completing the course requirements. All grades of I must be removed prior to the end of the following term or a grade of F will be recorded. Submission of a last date of attendance is required for this grade. |
| IC | Incomplete Course; a temporary grade assigned by the course director to students whose clinical course work is incomplete at the time of a formal grading period, i.e., end of the term, due to the scheduling of clinicals beyond the control of the student; however, the quality and quantity of work is appropriate. This grade is reserved for courses that may extend over two or more terms and its assignment carries no negative connotation regarding student performance. |
| IR | Incomplete Remediation: a temporary grade indicating the course is incomplete because the student needs to do some remediation for portions of the course. |
| NG | No grade; a temporary grade indicating grades were not entered by the grading deadline for the session in which the class was offered; a grade change is required. |
| PI | Permanent Incomplete; a permanent grade administratively assigned indicating that the student is unable to complete the necessary course work or clinical experience to be assigned a final grade. |
| SR | Satisfactory with Remediation: a permanent grade indicating satisfactory coursework, after remediation. |
| W | Official withdrawal; a permanent grade indicating withdrawal initiated by the student, with approval of the college office. Submission of a last date of attendance is required for this grade. |
| UW | Unexcused withdrawal; a permanent grade indicating withdrawal initiated by the associate dean for academic affairs when a student registered for a course, never attended and failed to officially withdraw. |
| WA | Withdrawn-Excessive Absences; a permanent grade, indicating withdrawal initiated by the associate dean for academic affairs due to excessive absences in the course. This grade cannot be overwritten by the W grade. Submission of a last date of attendance is required for this grade. |
| WF | Withdrawn-Failed; a permanent grade, calculated into the GPA, indicating a withdrawal initiated by the student after the deadline to withdraw for the class, or by the faculty/school when a student stops attending, also after the deadline to withdraw. This grade cannot be overwritten with any other grade, except in the case of the ADW grade, as described above. Submission of a last date of attendance is required for this grade. |

Clearance of grades I, IC and IR are initiated by the course director who submitted the original grade and must be done within five (5) school days of the student completing the course. In the event the course director is unable to submit the grade change; the program director or department chair must assume that responsibility. Retroactive withdrawals may not replace an incomplete grade.

The letter grades involving withdrawal, except for WF, (i.e., grades of UW, W, WA) do not involve any loss of grade points and do not affect a student's grade point average.

No incomplete grade or permanent grade may be retroactively changed to a withdrawal grade.

Honors

Graduation Honors

The grade point system is used to compute graduation honors. The computation is made by dividing the total number of grade points earned by the total number of hours attempted, as provided by the Office of the Registrar. The grade points are calculated to the third decimal place and are not rounded.

Eligibility for graduation with honors is determined at the academic progress meeting during the spring term of the D4 year. Eligible students must have successfully completed all required courses through the end of the fall term of the D4 year. Eligible students must have no grades on their transcript for the spring term of the D4 year other than passing (letter grade or S). Students are not penalized for incomplete (I) or incomplete course (IC) grades.

Students are not eligible to graduate with honors if they ever received a failing grade or IR grade in any course, regardless of the eventual grade earned following remediation and/or completion of course requirements.

A candidate whose average is 3.500 graduates cum laude; one whose average is 3.700 magna cum laude; and one whose average is 3.900 summa cum laude. Graduation Latin honors are inscribed on diplomas, noted in the published lists of graduates at Commencement and recorded on the official transcript.

Awards

These awards are given throughout the four years of dental school; however, many of them are not given until graduation. Students cannot apply for these awards. Updated March 2020.

- Alpha Omega International Dental Fraternity
- Alpha Sigma Nu—Jesuit Honor Fraternity
- American Association of Women Dentists
- American Student Dental Association Award of Excellence
- Academy of Dental Materials
- Academy of Dentistry for Persons with Disabilities
- Academy of General Dentistry
- Academy of Operative Dentistry
- Academy of Osseointegration
- American Academy of Cosmetic Dentistry
- American Academy of Esthetic Dentistry
- American Academy of Implant Dentistry
- American Academy of Oral and Maxillofacial Pathology
- American Academy of Oral and Maxillofacial Radiology
- American Academy of Oral Medicine
- American Academy of Orofacial Pain
- American Academy of Pediatric Dentistry
- American Academy of Periodontology
- American Association of Endodontists
- American Association of Oral and Maxillofacial Surgeons
 - Implant Student
 - Dental Student
- American Association of Orthodontists
- American Association of Public Health Dentistry
- American College of Prosthodontics
- American Dental Society of Anesthesiology
- American Equilibration Society
- Brian D. Stone Memorial Award
- Dr. Bela and Mrs. Rachel Fodor Memorial Award
- Dr. David A. Sampe Wisconsin International College of Dentists Most Improved Wisconsin Dental Student (Third-year student)
- International College of Dentists
 - Leadership Award
 - Humanitarian Award
- Marquette University-Class President and Student Council President
- Marquette University Dental Alumni Association
- Marquette University School of Dentistry American Student Dental Association Annual Award
- Marquette University School of Dentistry Diversity and Inclusion Award
- Marquette University School of Dentistry Research Awards
- Omicron Kappa Upsilon National Dental Honor Society
- Oral Health Foundation of the Pierre Fauchard Academy
- Quintessence Publishing Company Award

- Research Achievement
- Restorative Dentistry
- Periodontics
- Special Care Dentistry Award
- Staff Appreciation Award
- Student Research Group Research Award
- The International Congress of Oral Implantologists
- Whip Mix Corporation Prosthodontic Award

Immunization and Tuberculosis Screening Requirements

Marquette University requires all newly admitted and readmitted undergraduate, graduate and professional students to provide dates of certain immunizations and complete a TB Screening questionnaire for tuberculosis. Proof of immunization, immunity or disease incidence, if applicable, for Measles, Mumps, Rubella (MMR), Varicella (chicken pox), Tetanus/Diphtheria/Pertussis and completion of a tuberculosis screening questionnaire is required and must be completed electronically. Directions on how to access the Marquette University Medical Clinic student web portal to complete these forms are found in Checkmarq under the Next Step tab. Directions can also be found on the Marquette University Medical Clinic website (<https://www.marquette.edu/medical-clinic/>). Failure to complete the required immunization and TB screening questionnaire within 30 days of the start of students' first term or the readmitted term at Marquette results in the placement of a registration hold on future registrations. The hold is removed once the immunization and screening requirements are met. Health Sciences, Nursing and Dental students may be required by their departments or colleges to receive additional immunizations. Contact the department or college for specific requirements.

Last Date of Attendance/Activity

Submission of the last date of attendance/activity is required for some grades (see Grading System above). This is based on a federal regulation mandating that the university inform the Department of Education when students stop participating in a class or classes. There is a wide definition for the last date of attendance, i.e., it does not simply refer to attending class. This includes: the last time students attended class; the last time students took a test/quiz/exam; the last time students participated in a chat/discussion; the last time students submitted course work for the class; the last time students used D2L; the last time students participated in a lab; and/or the last time students participated in any class activity, either inside or outside the classroom. The last date of attendance is calculated by using the latest date students participated in any of these activities.

Licensure Information

National Board Dental Examinations

These examinations are divided into two parts. Part I, which includes comprehensive examinations in anatomical sciences, microbiology/pathology, biochemistry/physiology and dental anatomy and occlusion, generally is taken the student's second year. Part II, which covers the fields of patient management, operative dentistry, pediatric dentistry, pharmacology, prosthodontics, oral and maxillofacial surgery and anesthesia, orthodontics, oral and maxillofacial pathology/radiology, periodontics and endodontics is usually taken some time during the student's fourth year of study.

Requirements of State Dental Board

All persons desiring to practice dentistry in Wisconsin must pass both parts of the National Board Dental Examination and pass one of the following Clinical Examinations (effective January 2009): Southeastern Region (SRTA), Western Region (WREB), Council on Interstate Testing Agencies (CITA), Central Region Dental Testing Service (CRDTS), Commission on Dental Competency Assessments (CDCA) or American Board of Dental Examiners, Inc. (ADEX). Successful completion of one of these examinations allows the dentist to apply for licensure in Wisconsin and other states that accept the above-mentioned examinations. Contact individual states for complete and up-to-date information.

Note: Board information is subject to change.

Military Call for Active Duty or Training

The School of Dentistry adheres to the university policy on military call-up (<https://bulletin.marquette.edu/undergrad/academicregulations/#spanspanmilitaryspancalltoactivedutyortrainingspan>).

Repeated Courses

Dental students, who repeat a course, may do so under certain conditions:

1. The repeated course may be taken at Marquette or another institution of higher education approved by the associate dean for academic affairs in the School of Dentistry.
2. The repeated course must be substantially similar to the original course in content and must be approved by the course director and the associate dean for academic affairs.

3. The repeated course may be graded with the same grading options as the original or the grading scheme utilized by the institution offering the course. (Students may not exercise a Pass/Fail option for a repeated course unless it is the required grading scheme.) Courses that are failed may be repeated once if permission is obtained from the course director and the associate dean for academic affairs in the School of Dentistry. A failed grade is determined as any grade that is lower than the minimum grade needed in a course, as per university policy and/or the requirements of the School of Dentistry. A passing grade is determined by the minimum grade required to receive credit for the course, or to fulfill the program requirements of the School of Dentistry, as published in the academic program requirements of the university/college/school/department.
4. Once a passing grade is earned in a course, the course may not be repeated.
5. These courses allow unlimited repeats: continuation placeholder (i.e. Extended Clinical Practice), honors/independent study/research, and variable title courses (e.g., topics). Permission of the course director and associate dean for academic affairs may be required prior to registration for these courses.

Credit hours earned in a repeated course are only awarded once; however, all previous courses and grades remain on the permanent academic record. The grade in the original course is excluded from the cumulative grade point average calculation and only the repeated grade is included in the cumulative grade point average—whether that grade is higher or lower than the original grade. The cumulative grade point average is adjusted at the time the repeated course is graded. When students audit or withdraw from the repeated course, the earlier grade remains in the cumulative grade point average. When students repeat a course at an institution other than Marquette, it is not included in the term or cumulative GPA but it does fulfill the graduation requirement for the School of Dentistry.

At the time of registration, students must file a course repeat form in the School of Dentistry Office of Student Services for all courses being repeated that term. The 'Request Permission to Repeat a Course' form found online at the Marquette Central academic forms website (<https://www.marquette.edu/central/registrar/forms.php>). This request is only approved when students have not earned a passing grade in the course, as per university and/or program standards that state a specific minimum grade must be earned in that specific course and have not previously earned the required minimum grade.

Registration

Marquette University utilizes a Web-based online registration process using Marquette's CheckMarq Student Information System. In addition to offering the convenience of online registration, CheckMarq also offers early registration by permitting continuing and readmitted students to register for the next term during the previous term. New students begin registration at a somewhat later date, but still several weeks before the first day of class.

Students must have both a Marquette username and a CheckMarq password to register using the CheckMarq system. Information Technology Services assigns usernames to all new students for the duration of their studies at Marquette. To access the university's email system, students use the same username as CheckMarq.

Students complete their registration using the CheckMarq system (<https://checkmarq.mu.edu/>). Procedures (<https://www.marquette.edu/central/registrar/course-registration.php>) are located on the MU Central website. No class may be attended for which students are not properly registered. Proper registration includes the payment of all tuition and fees. Advising is required for all students prior to registration each term. Accordingly, students who register for course work without adviser approval assume full responsibility for their registration. Courses that do not satisfy the requirements of their programs of study are not applied toward the degree.

All courses for which students are officially registered as of the deadline to Add/Drop are subject to fee assessment and payment and appear as part of the permanent record. Students are responsible to review their official registration schedule prior to the deadline to Add/Drop and ensure that it accurately reflects the courses in which they plan to attend. Failure to attend a course does not relieve students of the obligation to pay any tuition and/or fees that are due.

Student Evaluation

The School of Dentistry uses the grade point system to determine students' academic average and eligibility for promotion and graduation. Each grade (A through F) earned in a course carries a specific number of grade points. The grade points earned in any given course equal the grade point value of the grade multiplied by the total number of semester hours credited. The grade point average (GPA) is the total number of grade points earned divided by the total number of semester hours credited in those courses for which grade points have been assigned.

The Academic Review Policy, which is distributed to all students, provides details of the evaluation process used to determine promotion to the next higher class and graduation.

Student Code of Ethics and Professional Conduct

This document is published as part of the Handbook on Academic Policies and Procedures and is available to all students on the School of Dentistry Intranet website (SharePoint).

Transmissible Disease Policy

Marquette University School of Dentistry is committed to providing safe and appropriate dental care to all patients including those patients who are carriers of infectious diseases. Marquette University School of Dentistry is also committed to assuring a safe workplace for all personnel and patients.

In order to assure the safety and well-being of all concerned, the following policy has been established:

1. The School of Dentistry provides appropriate information and comprehensive training to all personnel in order to give them a thorough understanding of infection control procedures and objectives. This training is updated annually.
2. All School of Dentistry personnel who have direct patient contact or contact with blood or other potentially infectious materials strictly comply to current OSHA Standards and Infection Control Guidelines of the Centers for Disease Control and Prevention. Rigid adherence to established infection control procedures as described in the Marquette University School of Dentistry Clinic Operations Manual is mandatory and are enforced. Failure to follow appropriate infection control measures results in restriction of clinic privileges.
3. Personnel with potentially infectious lesions and/or weeping dermatitis and/or open wounds on exposed skin are restricted from direct patient contact until these lesions have healed.
4. Hepatitis B vaccination (or evidence of initiation of vaccination), or proof of immunity via a blood titer are required for dental students/residents upon enrollment and as a condition of employment for faculty and staff with direct patient contact or contact with blood or other potential infectious materials. Exceptions are made only after review on a case-by-case basis.
5. Marquette University School of Dentistry Post-Exposure Policy are followed conscientiously.
6. Personnel who experience an occupational exposure, as defined by the Centers for Disease Control and Prevention, and persons who know themselves to be practicing generally recognized risk behaviors, such as unprotected sex and needle sharing are strongly encouraged to be tested appropriately for Hepatitis B, Hepatitis C and/or HIV and are advised to inform the School of Dentistry administration if the result is positive.
7. HBV DNA positive serum levels, HCV antibody-positive and HIV antibody-positive School of Dentistry personnel are evaluated on a case by case basis and in strictest confidence. Personal, medical and career counseling are provided. An ad hoc review panel*, whose members are well informed concerning infectious disease-related issues, meets in response to each occurrence and determine follow-up.

* The composition of the ad hoc review panel is determined by the dean. It consists of School of Dentistry and other personnel, e.g., student, faculty and administration, the infected person's personal physician and any other persons qualified to assist in this regard.

Withdrawal

This section applies to both sections below: From Dentistry and from Courses

Dropping any class before the deadline to Add/Drop for the session in which the class is scheduled, results in removal of the class from the students' academic record. Once this deadline for the session has passed, as published in the Academic Calendar (<https://bulletin.marquette.edu/dental/academiccalendar/>), classes remain permanently on the record and may not be removed. Once a permanent grade is assigned, it is not changed except for institutional error or as outlined in university policies.

Federal financial aid regulations require that the university submit notification of all changes in status by students (full-time to half-time, etc.) to the U.S. Department of Education via the National Student Loan Data System within a certain period of time. The university therefore reserves the right to withdraw a student from any class when it is evident students never attended the class (grade of UW); stopped attending the class (grade of WA or WF, as appropriate); or, due to incapacity, must be withdrawn from the class (grade of W). **This policy is in effect for all students, regardless of any financial aid award.**

Failure to officially withdraw from classes, or the university, according to established deadlines in the Academic Calendar, (<https://bulletin.marquette.edu/dental/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 withdrawn for federal aid purposes. Students' financial aid will be adjusted as required by federal and state refund calculations and institutional policy, based on the last date of attendance as reported by the students' college/school. Students' withdrawals are reported to the National Student Loan Data System when any loan deferments need to be cancelled at the time of withdrawal. Finally, the date on which withdrawal forms are submitted to the university is the date used for any tuition refund calculations.

From Dentistry

Students who are enrolled for one or more classes but decide to completely discontinue study for the term must formally withdraw from the university. Application for withdrawal must be obtained from the Office of Student Services.

After obtaining the official withdrawal form, students who wish to withdraw from the university during the term must meet with the associate dean for academic affairs at the time of such action in order to be entitled to honorable dismissal. When students need to confer with any additional offices, the Office of Student Services indicates that on the official withdrawal form.

If students stop attending classes during the term without the permission of the School of Dentistry, and the deadline to withdraw has not passed, they receive the grade of WA in each course. If the student is eligible for readmission, the student is required to re-enroll in the courses.

Withdrawal is not processed by the university or considered officially completed until the withdrawal form with all the necessary signatures is returned by students to the Office of Student Services.

In cases of withdrawal because of disciplinary reasons, students must be cleared by the dean to be eligible for readmission.

Students who intend to withdraw from the university after the close of a term are strongly advised to confer with the associate dean for academic affairs prior to withdrawal.

From Courses

Students who wish to withdraw from one or more courses, but still attend at least one other course during the term, must contact the associate dean for academic affairs prior to withdrawal.

Students may drop a course by utilizing the CheckMarq system until the deadline to Add/Drop. This action results in removal of the course from the academic record. After this deadline, students may no longer drop a course but may withdraw and a W (withdrawal) grade is assigned until the withdrawal deadline, as posted in the Academic Calendar (<https://bulletin.marquette.edu/dental/academiccalendar/>). Before withdrawal, students should confer with the Office of Student Services to determine what procedure must be followed. After the deadline, students are no longer given permission to withdraw from courses, except for serious non-academic reasons (e.g., injury, family crisis).

Working with Minors

Effective July 1, 2009, University Policy and Procedure 4-26 was established to provide a safe environment to those under the age of 18 years old participating in programs and activities at Marquette University. Unless an exception applies, programs that involve adults working with minors in university-sponsored programs and other programs held on campus must register with the Department of Risk Management. In addition, adults, before directly participating with minors in such programs and activities, must complete a criminal history background check; observe specific behavioral requirements; report all allegations of inappropriate conduct; and participate in mandatory training on protecting minors and on the behavioral and reporting requirements of the policy (http://www.marquette.edu/riskunit/riskmanagement/working_with_minors.shtml/). The Department of Risk Management website (<http://www.marquette.edu/riskunit/riskmanagement/>) provides additional information and all required forms.