

# Special Academic Programs

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## Accelerated Degree Program

The Accelerated Degree Program (ADP) policy is designed to provide Marquette University undergraduates a more efficient means to obtain a master's degree. The program benefits the university by retaining our best students for master's study. Minimum academic criteria are established by each participating unit for students who have a high academic potential (typically 3.000 or above) and want to start taking graduate-level courses during their undergraduate careers, some of which will count toward both their undergraduate and graduate degrees.

Undergraduates participating in this program are granted early admission to the Graduate School and are allowed to take specified graduate-level courses during their junior year or senior year.

## Admission Process

Academic programs that offer an accelerated program may approve a maximum of 12 graduate credit hours for master's programs requiring 36 or fewer credit hours. These hours can be applied by individual students toward both the undergraduate and graduate degree. Requests for any exceptions to these limits would go to the assistant dean of the Graduate School.

Undergraduate students in an accelerated program apply for formal admission to the Graduate School using regular procedures.

An accelerated degree student will officially be considered an undergraduate student until the baccalaureate degree is awarded. While an undergraduate, the student may enroll for graduate credit but will pay the appropriate undergraduate tuition for graduate courses.

Academic units will define satisfactory academic progress for undergraduates in the accelerated degree program. Contingent on students maintaining satisfactory academic progress, acceptance in the accelerated degree program is a promise of formal admission to the Graduate School and the academic unit after completion of the bachelor's degree. Students who fail to make such progress may be dropped from the program.

Undergraduate students who complete the undergraduate degree may claim their status as graduate students in the next semester or session after receiving the bachelor's degree. At that time, the student must notify the Graduate School that the baccalaureate degree has been received, and the student will be formally admitted into the Graduate School.

Following admission to the Graduate School, credit for pre-approved courses completed successfully while an undergraduate will be effected by the transfer of credit form.

## Academic Advising and Records

Academic units that want to participate in the ADP will develop a clear admissions and advising process for their accelerated degree program.

Students taking graduate courses at the 5000-level and above are still required to follow the appropriate procedures. (See the Permission to Enroll in a Graduate Course form, available on the Graduate School forms website ([http://www.marquette.edu/grad/forms\\_index.shtml](http://www.marquette.edu/grad/forms_index.shtml))).

Additionally, students admitted to an accelerated program will be required to complete and submit an approved Master's Program Planning Form (MPPF) to the Graduate School, which includes an addendum identifying the graduate courses that will be taken while the student is still an undergraduate.

## Admission Procedure

Each academic unit with an accelerated program will develop admission criteria based on the following guidelines:

1. Minimal criteria for admission and continuation in the program will be established by each participating program.
2. Each academic unit will establish the point in an undergraduate career when a student may apply for admission to the accelerated degree program, but in no case may it be earlier than the completion of the sophomore year.
3. The student must apply for admission to the accelerated degree program through the Graduate School. This admission, if approved, will include admission to the graduate degree granting academic unit.
4. International students who are admitted into the accelerated degree program will work with the Graduate School and the Office of International Education in order to apply for the appropriate visa.

## Dual Counting of Undergraduate and Graduate Credits

With the approval of the applicable academic unit and the Graduate School, up to 12 graduate credits taken during their undergraduate career may be applied toward completion of their graduate degrees. Requests for any exceptions to this limit would go to the assistant dean of the Graduate School.

The grades earned in Marquette courses applied toward both the baccalaureate and graduate programs will be computed into the grade point averages of both degrees.

None of the graduate courses taken in this program may be applied to the undergraduate Core of Common Studies.

Graduate courses taken outside of an accelerated degree program as an undergraduate student may be considered for transfer into a graduate program if they have not also been counted toward the undergraduate degree.

## **Int'l Student Teaching Assistant Orientation**

All incoming international teaching assistants (TAs) are required to attend a special one-week International Teaching Assistant Program (ITAP) prior to the start of the fall semester. This teacher training program includes evaluations of each TA's English language and classroom skills.

## **Inter-University Visitation**

Marquette University participates in two programs, detailed below, by which its students may take courses at another university or college in order to expand the breadth of their education.

Registration for any of the exchange or consortium programs outlined below will require an exchange of student information between Marquette University and the host institution. By registering for the exchange or consortium program, the student is implicitly agreeing to allow this interchange of necessary information between Marquette and the host institution, e.g. registration and grade information.

Students should not take an off-campus course during their final term. In order to satisfy all graduation requirements, an official transcript reflecting all final grades is required. Taking a course through the Inter-University Visitation Program at UW-Milwaukee, the Medical College of Wisconsin, or via the Midwest Catholic Graduate Schools Consortium will delay a student's graduation until the following graduation cycle.

### **Marquette–UWM and Marquette–Medical College of Wisconsin**

Marquette University has agreements with both the University of Wisconsin–Milwaukee and with the Medical College of Wisconsin. The course being taken at the host institution must not be available at Marquette. Normally, no more than six credits taken at UWM or MCW can be counted toward degree completion at Marquette, unless the courses are taken as part of a joint program. The students must apply for admission to the host institution as a special student; the application fee is waived. A Marquette student must complete the appropriate registration form, found online on the Graduate School forms website ([http://www.marquette.edu/grad/forms\\_index.shtml](http://www.marquette.edu/grad/forms_index.shtml)), then get their adviser's approval, and finally submit the completed form to the Graduate School. This will register the student for the course GRAD 6933 (UWM course) or GRAD 6945 (MCW course), both of which are variable title and variable credit courses that reflect the title and number of credits of the course at the host institution. The student must also register for the course at the host institution. Tuition is only paid at the home institution for the GRAD 6933 or GRAD 6945 course. Only degree-seeking graduate students in good standing are eligible to participate. This program is not intended for students in joint programs such as bioinformatics, biomedical engineering, and healthcare technologies management, where the courses between Marquette and MCW are cross-listed. Interested students should contact the Graduate School office for additional information and enrollment forms.

### **Midwest Catholic Graduate Schools Consortium**

The consortium of Midwest Catholic Graduate Schools (MCGS) includes Loyola University, Chicago, Ill.; Marquette University, Milwaukee, Wis.; University of Notre Dame, South Bend, Ind.; and St. Louis University, St. Louis, Mo. MCGS has established the protocol whereby a degree-seeking student at one university may take course work at any of the other three universities to apply toward degree requirements at the home institution.

With prior approvals, the student enrolls at the home institution and makes financial arrangements there, but attends classes, on a short-term basis, as a visiting student at the host university. Final grades are forwarded from the host to the home university for listing on the student's permanent record. The following restrictions apply: 1) Participation is restricted to those fields of study which are under the academic jurisdiction of the graduate deans at both the home and the host institutions; 2) Non-degree or temporary students may not participate; 3) The degree-seeking student must have completed at least the equivalent of one full term at the home university before visiting one of the other institutions; 4) A student may gain approval for more than one visitation at more than one host institution, but no more than six credit hours of courses from host institutions can become part of a degree program at the home institution.

To participate, a student must complete, for each course to be taken at a host institution, an Inter-University Visitation Enrollment Form and the applicable registration form, found online on the Graduate School forms website ([http://www.marquette.edu/grad/forms\\_index.shtml](http://www.marquette.edu/grad/forms_index.shtml)), both of which require signatures of approval. Because of the paperwork involved and the number of approvals that must be obtained, the student must begin the inter-university visitation application process no later than June 1 for a fall term visitation, October 1 for the spring term, or March 1 for the summer term. Interested students should contact the Graduate School office for additional information and enrollment forms.

## **Preparing Future Faculty and Professionals Program**

Preparing Future Faculty and Professionals (PFFP), sponsored by the Graduate School, provides professional development opportunities for graduate students. Graduate students are welcome to participate in all PFFP activities as part of their preparation for pursuits in academia, as well as other careers. The Graduate School works in collaboration with the Center for Teaching and Learning, the Office of Research and Sponsored Programs, the Writing Center, the Career Services Center, the Kohler Center, the Office of Community Engagement, GROW, and Campus Ministry to offer wide-ranging opportunities for professional development.

PFFP participants prepare individual development and mentor plans, and engage in activities organized into three tracks: faculty, versatile Ph.D., and professional. Based on their selected track, students complete the requirements of four of six concentrations: teaching, scholarship, leadership, career development, professional development, and service and mission.

The programs collaborating with PFFP provide students opportunities to complete PFFP requirements, including workshops.

Successful completion of the requirements for the PFFP Program is recognized with a notation on the graduate student's official university transcript. For more information call (414) 288-5957, email [mupff@marquette.edu](mailto:mupff@marquette.edu), or visit the website (<http://www.marquette.edu/pff>).