Academic Integrity

Academic integrity is the foundation of learning, research, and scholarship. To that end, it is imperative that all members of the university community adhere to a shared understanding of the standards outlined in this policy. All faculty, staff, and students are required to recognize, respect and uphold:

- The Statement on Academic Integrity
- The Honor Pledge
- The Honor Code
- Best Practices
- Academic Misconduct Policy

Statement on Academic Integrity

We, the scholars of Marquette University, recognize the importance of personal integrity in all aspects of life and work. We commit ourselves to truthfulness, honor, and responsibility by which we earn the respect of others. We support the development of good character in our academic community and commit to uphold the highest standards of academic integrity as an important aspect of personal integrity. Our commitment obliges us as students, faculty, and staff to conduct ourselves according to the Marquette University Honor Code set forth below. We do this in pursuit of Marquette University’s mission, which is the search for truth, the discovery and sharing of knowledge, the fostering of personal and professional excellence, the promotion of a life of faith and the development of leadership expressed in service to others.

Students are asked to commit to academic integrity through the following honor pledge. Faculty may require students to sign the pledge in their courses or for any individual assignment.

Honor Pledge

I recognize the importance of personal integrity in all aspects of life and work. I commit myself to truthfulness, honor and responsibility, by which I earn the respect of others. I support the development of good character and commit myself to uphold the highest standards of academic integrity as an important aspect of personal integrity. My commitment obliges me to conduct myself according to the Marquette University Honor Code.

Honor Code

The honor code obliges students:

1. To fully observe the rules governing exams and assignments regarding resource material, electronic aids, copying, collaborating with others, or engaging in any other behavior that subverts the purpose of the exam or assignment and the directions of the instructor.
2. To turn in work done specifically for the paper or assignment, and not to borrow work either from other students, or from assignments for other courses, unless approved by the faculty member.
3. To give full and proper credit to sources and references, and to acknowledge the contributions and ideas of others relevant to academic work.
4. To report circumstances that may compromise academic honesty, such as inattentive proctoring or premature posting of answers.
5. To complete individual assignments individually, and neither to accept nor give unauthorized help.
6. To accurately represent their academic achievements, which may include their grade point average, degree, honors, etc., in transcripts, in interviews, in professional organizations, on resumes and in the workplace.
7. To report any observed breaches of this honor code and academic honesty.

Academic integrity is a matter of great importance to the entire Marquette community and as such the honor code obliges others on campus as well.

The honor code obliges instructors:

1. To monitor and design exams and assignments so that honest students are not disadvantaged by other students who might choose to cheat if given the opportunity.
2. To report circumstances that may compromise academic honesty, such as inattentive proctoring or premature posting of answers.
3. To follow all published procedures regarding cases of academic misconduct.
4. To report any observed breaches of this honor code and academic honesty.

The honor code obliges researchers:

1. To give full and proper credit to sources and references, and to acknowledge the contributions and ideas of others relevant to research.
2. To conduct research experiments according to professional standards of objectivity, conscientiousness, reliability and transparency.
3. To conduct all experiments according to professional ethical standards, and, when applicable, to submit all proposed investigations to the relevant oversight bodies.
4. To provide sufficient documentation of research methodology so that other researchers in the field may replicate work.
5. To observe all duties required by copyright, trademark, patent and/or other applicable laws or regulations.
6. To follow all published procedures regarding cases of personal and academic misconduct.
7. To report any observed breaches of this honor code and academic honesty.

The honor code obliges staff:
1. To interpret procedures and regulations in the spirit of furthering the highest standards of personal and academic integrity.
2. To report circumstances that may compromise academic honesty, such as inattentive proctoring or premature posting of answers.
3. To follow through on reporting, punishment, and record-keeping on all incidents of personal and academic misconduct.
4. To follow all published procedures regarding case of personal and academic misconduct.
5. To report any observed breaches of this honor code and academic honesty.

Academic Integrity Best Practices

In addition to the honor code, members of the Marquette University community commit to the following set of best practices.

As students we strive to come to class on time and to be prepared for the material at hand. This includes all readings and assignments. We strive to devote our full attention to the class proceedings and to be fully engaged in class discussions and activities. We recognize the importance of asking questions about material we don’t understand, as it helps other students who may not have thought of the question but need to hear the answer, and it gives the instructor valuable feedback. We respect the views of classmates and instructors, and we avoid distracting the class and instructor with irrelevant conversations or behavior. We strive to prepare for exams in a timely manner, and to seek help from the instructor when necessary during the preparation. We start preparing papers, projects, and homework assignments early enough to have sufficient time to do the best we can.

As instructors we strive to be prepared and current with respect to the content and conduct of our courses, and to plan the course and class sessions to achieve the course objectives effectively. We strive to answer questions honestly and completely, and to acknowledge when we do not have an answer. We strive to give all students equal opportunity to participate in class discussions and activities. We respect students’ views on issues of judgment, and we clearly distinguish between our personal opinions and our professional expertise. We are available during office hours or at arranged times to work with students individually to help them to master course material. We strive to develop and update exams and assignments so that they are meaningful tests of understanding and progress toward achieving course objectives. Finally, we give due and careful consideration to students’ answers and submissions when evaluating them and assigning grades.

As researchers we strive to be honest, accurate, efficient, ethical, objective, and accountable in conducting and reporting our research efforts. Where applicable, we aim to publish in outlets accessible to other professionals in the field for the greatest possible dissemination of creative scholarly research.

As staff we strive to serve all faculty and students within the confines of Marquette University’s policy and procedure. We recognize the importance of serving all faculty and students fairly and on a timely basis, while maintaining confidentiality. We respect teaching and learning, and support faculty and students in this endeavor every day.

Academic Integrity Tutorial

All undergraduate, graduate and health science professional students must successfully complete an Academic Integrity tutorial during their first term of enrollment or be subject to a registration hold for the following term.

Academic Misconduct Policy

Definitions of Academic Misconduct

Academic misconduct includes, but is not limited to, individual violations, helping another student with any form of academic misconduct, failing to report any form of academic misconduct, or intentionally interfering with the educational process in any manner. Faculty, staff or students who are aware of academic misconduct and fail to report it are considered complicit in these actions. The following sections provide representative examples of academic misconduct. If students are in doubt as to whether an action or behavior is subject to the academic misconduct policy, they should consult an appropriate member of the Academic Integrity Council, faculty or staff.

Cheating

1. Copying from others for an assignment and/or during an examination, test or quiz.
2. Obtaining, or attempting to obtain, an assignment, examination, test, quiz or answer key without authorization.
3. Using unauthorized electronic devices or materials for an assignment, during an examination, test or quiz.
4. Communicating answers or providing unauthorized assistance for an assignment, examination, test or quiz.
5. Using unauthorized answers or assistance for an assignment, examination, test or quiz.
6. Offering one’s own work to another person or presenting another person’s work as one’s own.
7. Completing an assignment and/or taking an examination, test or quiz for another student, or having someone complete an assignment, take an examination, test or quiz for oneself.
8. Tampering with an assignment, examination, test or quiz after it has been graded, and then returning it for additional credit.
9. Outsourcing assignments, papers, examinations, tests, quizzes to fellow students or third parties.

**Plagiarism**
Plagiarism is intellectual theft by the unethical use of sources. It means use of another’s creations or ideas without proper attribution. Credit must be given for every direct quotation, for paraphrasing or summarizing any part of a work and for any information that is not common knowledge. Plagiarism is further addressed in the Academic Integrity Tutorial.

**Academic Fraud**
1. Altering or forging documents including forms, letters, grade reports, medical reports, transcripts and verifications.
2. Submitting substantial portions of the same work for credit in more than one course, or from previous institutions, without receiving permission from all instructors involved.
3. Using purchased answers, or selling answers to assignments, examinations, quizzes or papers.
4. Attending class for another, or having others attend class for oneself.
5. Falsifying the records of clients or patients.
6. Falsifying one’s own clinical, co-op, field placement or internship records.
7. Misrepresenting oneself, degree(s), areas of study, course work and/or grade point average.

**Research Misconduct**
The University Research Misconduct Policy ([http://www.marquette.edu/orsp/documents/ResearchMisconductPolicy1_09.pdf](http://www.marquette.edu/orsp/documents/ResearchMisconductPolicy1_09.pdf)) applies to faculty, staff, students and others who are employed by or affiliated with Marquette University. Research misconduct is defined as fabrication, falsification or plagiarism in proposing, performing or reviewing research, or in reporting research results.

**Procedures for Incidents of Academic Misconduct**
When a faculty member or other member of the Marquette community has reason to suspect or receives notification of a student’s alleged academic misconduct, the faculty member must complete the Academic Misconduct Report form and submit it to the Academic Integrity Council director within five business days of obtaining information about an alleged violation. The reporter must include a summary and attach evidence, if any, of the alleged misconduct.

The Academic Integrity Council director notifies the student and selects an Investigating Officer to review the materials, interview the student and the reporter of the alleged misconduct. Within six business days of receiving the Academic Misconduct Report form, the Investigating Officer determines if the case warrants further action or is to be dismissed and informs the Academic Integrity Council director of same. Once the Investigating Officer informs the Academic Integrity Council director of the decision, the Academic Integrity Council director or designee reviews the Investigating Officer’s summary and notifies the student within two business days of the disposition. For cases moving forward, the Academic Integrity Council director determines whether the case is eligible for expedited review or must be referred for a full hearing.

A student who withdraws from a class or the university and is later found to have violated the Academic Integrity Policy the withdrawal may be changed to an administrative or failing grade.

**Expedited Procedure**
For cases in which students have no record of academic misconduct at Marquette University and the alleged misconduct is relatively minor and does not involve graduate students, or Health Science Professional courses, the Academic Integrity Council director may offer an expedited review specifying the maximum penalty that could be assigned. Students have two business days to respond to the Academic Integrity Council director. If students accept responsibility and the penalty, the Academic Integrity Council director sends a final letter to the student summarizing the finding and the penalty. At the same time, the Academic Integrity Council director sends a letter specifying the penalty to the student’s college/school office, and the faculty member in whose class the misconduct occurred.

If students do not accept the expedited review option, the case moves to a full hearing.

In all cases, a copy of the file relating to the alleged misconduct including all correspondence is forwarded to the Office of the Registrar to be held in the student’s permanent confidential file.

**Full Hearing**
A Hearing Board is convened by the Academic Integrity Council director for cases that are ineligible for expedited review, all cases in which students request a hearing or cases the Academic Integrity Council director deems appropriate. The Board generally consists of two faculty, two students and the Dean’s Office designee from the student’s college/school. A faculty member is normally assigned the role of Board facilitator.
• On being formed, the Hearing Board reviews all documents and material related to the alleged misconduct.
• A hearing normally occurs within ten business days of the Board’s formation. The hearing may be delayed by up to 30 business days if the Board cannot be convened.
• The Board determines whether there are witnesses it wishes to call in addition to the student under investigation. The student under investigation may also request additional evidentiary witnesses and provide additional information for consideration to the board facilitator at least two business days prior to the hearing.
• Students may bring an individual for support. This person is not allowed to contribute to the proceedings. If the support person is an attorney, a representative from the Office of the General Counsel at Marquette must also be present. In these cases, the hearing may need to be rescheduled to allow a member of the Office of the General Counsel to attend.
• Prior to deliberation, the Board excuses all non-Board members from the meeting.
• Within three business days of the hearing, the Academic Integrity Council director sends a letter to the Office of the Dean in the student’s home college/school. The dean’s office has three business days to review the finding and inform the Academic Integrity Council director of any changes to the recommended penalty.
• At the same time, a copy of the file relating to the alleged misconduct including all correspondence is forwarded to the Office of the Registrar to be held in the student’s permanent confidential file, and if applicable, the maximum grade penalty allowed is forwarded to the faculty member in whose class the misconduct occurred.
• Within six business days of the hearing, the Academic Integrity Council director informs the student summarizing the finding and the outcome (i.e., any penalty).

Student Appeals

Students have the right to appeal the Hearing Board’s determination if they believe the determination was unfounded, biased or capricious or there is new information available that was not available at the time of hearing which affects the disciplinary decision. In this case, students should submit a formal written appeal stating the grounds for appeal and relevant documentation to the Academic Integrity Council director within five calendar days of the notification of the decision. Upon receipt of the appeal, the Academic Integrity Council director convenes a review of the student’s actions by the Academic Integrity Council Executive Committee. The committee reviews the details of the student’s actions and may ask to speak to the student, the instructor, the chair of the department offering the course, associate deans and others. The Academic Integrity Executive Committee reviews the appeal and make a determination within five business days of receipt of the appeal. The Academic Integrity Council director provides a written statement to all parties concerned. The decision of the Academic Integrity Executive Committee is final. A copy of the decision is placed in the student academic file located in the Office of the Registrar. The disciplinary response and procedure for incidents of academic dishonesty that do not lead to suspension or expulsion concludes at this step.

For actions involving campus-wide sanctions, such as suspension or expulsion, students have the right of appeal to the Office of the Provost. A formal written appeal stating the grounds for appeal and available documentation is to be submitted to the Office of the Provost within five business days of the notification of the hearing board’s decision. The provost or designee conducts a review of the appeal materials, may seek additional information, and may consult with the student, faculty, chair(s), associate dean(s), deans and others. The final decision to uphold or modify the action of the hearing board is provided to the student and to the dean and associate dean of the student’s assigned college within fifteen business days of receipt of the appeal. A copy of the provost’s decision is placed in the student academic file located in the Office of the Registrar. The decision of the provost is final.

Maintenance of Disciplinary Records

Records relating to academic misconduct are maintained by the Office of the Registrar in perpetuity. The university does not release a student’s disciplinary records to any person and/or entity unless authorized to do so by the student in question or when allowed by law.

Professional Ethics and Standards

These procedures do not supersede or take the place of procedures established for students who violate professional standards applicable to a particular program, college or school. Separate procedures and/or outcomes may be invoked when students are found in violation of professional standards or codes of ethics related to special programs, licensure or certification as determined by the program’s external or internal professional requirements. Students have the responsibility to know and follow these standards/codes of ethics which are part of their academic program. These special expectations and procedures, including the appeals process, are provided to students upon enrollment in their program and are available in published form in the administrative offices overseeing these programs.

Academic Advising

The University’s Advising Philosophy

Advising fosters intellectual, moral and personal growth in students. It is informed by the teachings of Ignatius Loyola, who advocated that Jesuit schools should educate students who will lead and be a leaven for good. This requires that students obtain both a firm base of knowledge and a strong sense of personal responsibility. Thus, Marquette seeks to educate on both the intellectual and moral level. The mark of academic success is the ability of students to function as well-educated, responsible members of society.
Goals for Advising

The primary purpose of advising is to enhance the academic performance of students. The result of this process should be graduates who are demonstrably committed to academic excellence and who assume responsibility for their own actions. Their growth toward this goal can be observed in their ability to make sound personal and academic choices.

Advising is much more than class scheduling, although that is obviously a regular component. In the same way that formal study affects a student’s intellectual growth, advising is an ongoing developmental process that helps students discern their life/career goals, and contribute to their values, their personal fulfillment and the educational plans for reaching those goals. As part of this process, advisers can give attention to matters relating to academic performance and be watchful for non-academic issues that could have an impact on student academic performance.

Academic Probation and Dismissal

See respective program for specific academic probation and dismissal policies.

Academic Programs Defined

An academic program is a combination of courses and related activities organized for the achievement of specific learning outcomes as defined by the university. This includes programming at both the undergraduate, graduate and professional level and consists of degrees, majors, minors, concentrations, specializations and certificates.

- **Degree Program**: An academic program of study leading to a bachelor’s, master’s, Ph.D. or professional degree. All degree programs require a minimum number of semester credit hours, as referenced in the official bulletins of the university that are produced each academic year.
- **Major**: A comprehensive course of study in a given discipline, earned in conjunction with a bachelor's degree. A minimum of 30 semester credit hours must be earned in the major.
- **Minor**: A course of study in a discipline or interdisciplinary cluster, earned in conjunction with a bachelor's degree and at least one major, that is other than the student’s major area of study. A minimum of 18 semester credit hours must be earned in the minor.
- **Concentration**: A sub-set of a discipline organized in clusters of focused courses, taken within an undergraduate major and earned in conjunction with a bachelor's degree. A minimum of 9 semester credit hours must be earned in the concentration.
- **Specialization**: An integrated, coherent set of courses that define a limited topic or field of study at the graduate level that is taken within the degree program. A minimum of 12 semester credit hours must be earned in the specialization.
- **Certificate**: A post-baccalaureate or post-master program of study offered at the graduate or professional level, in which a specific skill set is demonstrated at the end of the program, usually culminating in a capstone course. In order to earn a certificate, the program of study must be offered apart from a degree; however, the courses in a certificate program may be applied toward a graduate or professional degree program. A minimum of 12 semester credit hours must be earned in a certificate program.
- **Dual Degree**: A formal agreement where two degrees are conferred simultaneously from two institutions (or colleges/schools with one institution), some courses/credits taken at both institutions/colleges/schools apply to both degrees and two diplomas are produced, one for each degree.
- **Joint Degree**: A formal agreement where one degree is conferred from two institutions (or colleges/schools within one institution), some courses/credits taken at both institutions/colleges/schools apply to the degree and both institutions/colleges/schools are listed on a single diploma.

Annual Bulletin

The 2018-19 Marquette University Health Sciences Bulletin governs curricular requirements for all Health Sciences Professional students entering Marquette University during the 2018-19 academic year. The curricular requirements for all active academic programs are outlined herein and are applicable to new students and readmitted students who have stopped out for more than one year. All academic policy and course additional/revisions apply to all students as of the date they become effective, regardless of whether they were in effect at the time the student initially enrolled at Marquette. Students are responsible for all content contained herein and are encouraged to consult with their advisers throughout their tenure at Marquette. This bulletin is archived at the end of the academic year and continues to be available online. The university reserves the right to amend any of its academic programs, requirements for degrees, tuitions, fees, etc., at any time, in its sole discretion.

Attendance

The undergraduate/health science professional attendance policy specifies the role of students, instructors and university administrators in cases when students are absent from one or more classes.

Withdrawal from a Course Due to Poor Attendance

Students are responsible for attending all class meetings for courses in which they are registered.* Any absence, regardless of the reason, prevents students from getting the full benefit of the course and, as such, no distinction is made between excused and unexcused absences for purposes of recording attendance.
Violation of Attendance Policy

The university does not require faculty to take attendance; however, given the importance of attendance to the mastery of class materials, faculty may include in their syllabi the consequences of excessive absences.

1. For courses in which attendance is regularly taken, an instructor or college office may withdraw students from a course due to excessive absences and assign a grade of WA (Withdrawn-Excessive Absences). In these cases, instructors must document the dates of absenteeism and the last date of attendance/participation.

   • Such action may be initiated, for example, in a 16-week course when the number of class hours missed exceeds twice the number of course credits. As such, students may be assigned the grade of WA when more than 6 classes have been missed in a 3-credit course, when more than 8 classes have been missed in a 4-credit course and when more than 10 classes have been missed in a 5-credit course.
   
   • As examples: students who miss more than 6 classes in a 3-credit course that meets 50 minutes, 3 times per week, are considered to have excessive absences and may be assigned a WA. Likewise, students who miss more than 4 classes in a 3-credit course that meets 75 minutes, 2 times per week, are considered to have excessive absences and may be assigned a WA.

2. For those courses in which attendance is not taken on a regular basis, an instructor or college office may withdraw a student when it becomes apparent through missed assignments that the student has excessive absences or has abandoned the class.

   In all cases, students’ last date of attendance is determined by the last date of participation in an academically-related activity for the course including, but not limited to: attendance, an exam or quiz, a submitted assignment, participation in a lab activity or in computer-assisted instruction.

   Students assume all consequences that ensue as a result of receiving any withdrawal grade. These consequences include but are not limited to: a delay in graduation, loss of eligibility for certain scholarships or financial aid, loss of full-time student status.

ONLINE COURSES AND ATTENDANCE

Online courses at Marquette University are designed to be highly interactive and collaborative, as authentic learning takes place within a social context. To help ensure an effective learning experience, all students in online courses are expected to participate on a regular basis. Participation is defined as “submitting required work as assigned; actively contributing and responding to fellow students and the instructor in a timely basis, as set forth by online discussion guidelines in each course.” Failure to participate may be counted toward the number of absences allowed before a WA is assigned as described above.

If technical circumstances prevent students from entering the course site for a period of time, it is the responsibility of students to contact the instructor in a timely manner, if the student wishes to receive credit for any missed online activities.

ADDITIONAL ATTENDANCE POLICIES

The above two sections represent university attendance standards. Each undergraduate college may enforce additional attendance policies for certain courses; consult your college handbook, college section of the current bulletin or the individual course syllabus/attendance policy for more information.

EXTENDED ABSENCES

In the event that students are gone for an extended period, where two weeks or more classes are missed, students or family members, if students are unable, should communicate with the college office as soon as possible. Students may explore options, such as incomplete grades, withdrawing from the class or seeking a medical withdrawal. These options may not be available in every case and should be pursued before students are withdrawn for excessive absences. Once a WA is entered for a course, these options are no longer available. The university deadline for withdrawal is published in the Academic Calendar.

MAKING UP WORK FROM A MISSED CLASS

In the case of missed assignments, the university does make a distinction between reasons for absences.

In the case of absences due to legal obligations, requests from Title IX personnel, religious observances, participation in Division 1 athletics, or other university-sponsored events, if documented in advance, students should be given the opportunity to make up class examinations or other graded assignments that are missed, where possible. These events include but are not limited to: band performance or presenting a paper at a conference. In addition, students should be given the opportunity to make up class examinations or other graded assignments that are missed, where possible, for the following circumstances: hospitalization, the death or acute illness of an immediate family member (e.g., parent or caregiver, sibling, spouse, or child), mandatory admission interviews for professional or graduate school, post-graduate employment interviews that cannot be rescheduled, required participation in military duties, when the Military Call to Active Duty or Training policy (http://bulletin.marquette.edu/undergrad/academicregulations/#spanmilitarycalloactivedutytootrainingspan) is followed, required ROTC training and medical examinations or similar serious reasons. Documentation for military call-up is provided by the Office of the Registrar. Faculty may require documentation for other absences.

Students should consult faculty and the respective syllabus for their policies regarding makeup work. The manner in which the work is made up is left to the discretion of each individual faculty member. The opportunity to make up work is considered a privilege, not a right.

It is recognized that sometimes an exam or graded assignment is impossible to make up. Faculty may assign collaborative projects that depend on other classmates, or oral presentations that incorporate questioning by the entire class or may use evaluative methods that cannot easily be replicated by the
instructor. This policy does not prohibit any member of the faculty from making the determination that certain course work cannot be made up. Faculty who intend to deny the opportunity to make up certain exams or projects because of absences resulting from legal obligations, religious observance or university-sponsored activities and related travel, must inform students of these consequences (reduced grade or otherwise) in writing, at the beginning of the class (preferably in the course syllabus).

In the event that students are absent for reasons specified above (e.g., representing the university) and the instructor issues some portion of the grade on the basis of participation or, more directly, attendance, it is impossible students to directly “make up” the work. In these cases, faculty should recognize that these students’ grades should not be penalized for the absence. Except in cases of field experience, practicums, student teaching, clinicals or clinical internships, the student should be given the opportunity to achieve the same grade based on a smaller number of classes or some alternative means of making up the points missed.

STUDENT AND FACULTY RESPONSIBILITIES REGARDING ATTENDANCE AND MAKEUP WORK

The following responsibilities are outlined in order to minimize the difficulties for both students and instructors caused by absences due to legal obligations, religious observance or university-sanctioned activities and related travel:

Students:

1. Students are responsible for attending all class meetings for courses in which they are registered.
2. Students should make every effort to schedule classes that minimize conflicts caused by foreseeable activities and related travel.
3. Since it is up to students to understand and abide by each instructor’s policy on issues related to attendance, students should consult the instructor if any portion is not understood.
4. Students should provide written notification of all scheduled events (e.g., dates of religious observance or scheduled travel for intercollegiate athletics), including a schedule of all activities and related travel to all their instructors within the first two weeks of each term.
5. Students should provide written notification of all other absences as soon as possible for events not foreseen at the beginning of the term. (e.g., extended athletic seasons, hospitalization). If students wish to make up work, documentation may be required by the professor and should be turned in to the professor for absences less than a week and to the college office for absences of a week or longer. **
6. Students should obtain any class notes or other course material missed due to these absences, prior to taking any subsequent examinations or submitting any subsequent graded assignments.
7. Students should make arrangements with the instructor to make up any missed work that can be made up, prior to any foreseeable absences and as soon as possible for any unforeseeable absences.
8. Regardless of the reason for the absence, students are responsible for learning what happened in class. Students who anticipate missing one or more class periods should contact the instructor ahead of time, just as they should contact their instructor as soon as possible after an absence.
9. Students are responsible for monitoring their absences during the term.

Faculty:

1. Faculty have a responsibility to meet every class period during the term. Faculty should make every effort to seek coverage from another faculty member, if they cannot hold class because of professional travel or short-term illness.
2. Faculty should determine and notify students in writing the first day of class, preferably in the course syllabus, if any component of the grade is based on attendance and/or participation and whether or not the opportunity to make up missed work, including assignments, quizzes, examinations and so forth, is provided.
3. If faculty allow some or all assignments to be made up, they should specify the conditions students must meet to be given the opportunity to make up missed work.
4. If a faculty member does not provide information about make up work in writing, students can expect to be given a reasonable amount of time to complete work that is missed as a result of being absent due to serious reason (see above).
5. Faculty should consult the Office of Campus Ministry’s list of major religious holidays likely to affect Marquette students. Note that this is not an exhaustive list. Faculty are encouraged to accommodate students who are participating in bona fide religious observances whether or not the observance is included on the Campus Ministry list.
6. While the university does not require faculty to take attendance, if any part of the course grade is based on attendance and/or participation, the faculty member should keep thorough documentation of class attendance.
7. When it is determined that students are approaching the maximum number of absences, faculty should communicate with the college office and the students.

* While instructors begin to deliver course content from the first day of class and students are expected to attend all the classes for which they are registered, the university allows students to add classes until the close of registration, as published in the academic calendar. The obligation to attend class begins once students are registered for a class. Students are not considered absent until registered and the expectation is that students are allowed to make up any work that was assigned before students are enrolled.
** The Marquette University Medical Clinic does not provide documentation of illness, or of a visit to the Medical Clinic though they may provide information to students whose illness may require temporary accommodation (e.g., concussion). Likewise, college and other university offices (e.g., the Counseling Center and Student Affairs) do not provide documentation of an absence on behalf of students.

**Audit**

Students who wish to audit courses without earning credit must present evidence of their preparation for the course or courses in which they wish to enroll. Auditors are required to attend all classes but are not required to complete written course assignments or examinations.

Students must first register for the course via CheckMarq, then request the audit option from the students' college office with the Audit Request form located at the Marquette Central (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml) academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml). The deadline to request the audit option for each session is the last day to register for the class as listed on the Academic Calendar (http://bulletin.marquette.edu/healthscienceprofessional/academiccalendar).

**Awarding Diplomas and Certificates**

This policy defines and outlines the process for approval and distribution for official Marquette University certificates and diplomas.

**Programs of Study Defined**

1. A degree program is defined as an approved academic program of study, outlined in a Marquette University Bulletin, that contains a degree and, in the case of an undergraduate, at least one major, and leads to an official diploma and notation of such on the university's official transcript.

2. A certificate program is defined as an approved academic program of study, outlined in a Marquette University Bulletin that includes the specialized study of a subject area and leads to an official certificate and notation of such on the university's official transcript.

3. An official diploma or certificate is defined as one on which the university seal is affixed and is released only by the Office of the Registrar.

**Policy**

1. Structuring of degree and certificate programs requires approval through the appropriate Marquette University curriculum process.

2. Requirements for all Marquette academic programs of study are to be documented in the appropriate Marquette University Bulletin by the college/school/department offering the degree or certificate program. No official diploma or certificate is awarded that does not first appear in the appropriate bulletin.

3. The college/school offering the degree or certificate program bears the responsibility for authenticating completed program requirements. Changes or exceptions in course requirements for students must be documented in their academic record, either online, when the program of study requirements are in the university degree audit system (Academic Advisement), or, on paper when not.

4. Diplomas and certificates are ordered and issued only by the Office of the Registrar, in consultation with the appropriate college/school of the student and the Office of the Provost.

5. Diplomas and certificates cannot be earned retroactively. Students must first apply for graduation, satisfy all applicable degree/course/credit requirements and appear on the Trustee’s List before a diploma or certificate is produced or posted to the students' official academic record. Students may not appear on the Trustee’s List until all applicable degree/course/credit requirements are satisfied. The posting date of the diploma or certificate is the earliest available diploma/certificate date after the students appear on a Trustee's List.

6. No students are allowed to officially declare a degree or certificate program once it has been discontinued, except those who entered the university in an academic year prior to the discontinuation and maintained continuous enrollment on the same academic level as the discontinued program (i.e., undergraduate, graduate, etc.) until completion of their program of study. Once students fail to register for one term (except summer), or graduates from a program of study, they have failed to maintain continuous enrollment on that academic level, even if readmitted to the same academic level.

7. When certification of a specific skill or acknowledgement of completion of a learning experience is needed, university administrators and deans are authorized to prepare and issue a letter acknowledging completion of such program on official letterhead, or produce a document recognizing the experience; however, the document must include the name of the issuing college/school and the university seal may not be used on these documents.

8. A letter or other document certifying completion of a course is not considered an official diploma or certificate; and therefore, is not posted to the students' official academic record.

**Commencement**

Commencement at Marquette is a symbolic ceremony provided for students, faculty and families in celebration of our students' accomplishments. Following is the policy regulating participation in the university Commencement.

1. Marquette offers one Commencement per year. Commencement is held in May, following the spring term.

2. Spring Graduates:
a. Undergraduate/Master's/Health Sciences Professional students: students who are in good academic standing, meet the appropriate graduation application deadline and complete all degree requirements, including the official recording of any transfer work/credit by the end of the spring term, may participate in Commencement held in the same calendar year.

b. Dental students: students who are in good academic standing, meet the appropriate graduation application deadline and complete all degree requirements, including the official recording of any transfer work/credit by the end of the spring term, participate in Commencement held in the same calendar year.

c. Doctoral students: candidates must meet the appropriate graduation application deadline, ensure all transfer work/credit is officially recorded, successfully defend their dissertation, receive approval by their Dissertation Committee for any required revisions, submit their dissertation to the Graduate School and receive approval of the dissertation format by the Graduate School before the published deadline in order to participate in the Commencement held in the same calendar year.

d. Law students: students who are in good academic standing, meet the appropriate graduation application deadline and complete all degree requirements, including the official recording of any transfer work by the end of the spring term, participate in Commencement and are hooded and honored at the May Law School Hooding Ceremony of the same calendar year.

3. Summer and Fall Graduates:

a. Undergraduate/Master's/Health Sciences Professional students: students who are in good academic standing, meet the appropriate graduation application deadline and complete all degree requirements, including the official recording of any transfer work/credit after the Commencement of a given year, may participate in Commencement held in the same calendar year, or may choose to participate in the Commencement held in the following calendar year.

b. Doctoral students: candidates who complete their degree/dissertation (see 2c above) after Commencement of a given year, may be hooded and honored at a December Hooding Ceremony hosted by the Graduate School, or may choose to participate in Commencement held in the following calendar year.

c. Law students:

   • Summer graduates: students who are in good academic standing, meet the appropriate graduation application deadline and complete all degree requirements, including the official recording of any transfer work in the summer term after Commencement of a given calendar year, may participate in Commencement of the same calendar year, or may choose to participate in the Commencement held in the following calendar year.

   • Fall graduates: students who are in good academic standing, meet the appropriate graduation application deadline and complete all degree requirements, including the official recording of any transfer work by the end of the fall term may be hooded and honored in the December Hooding Ceremony, hosted by the Law School in the same calendar year; or, may choose to participate in Commencement and be hooded and honored at the May Hooding Ceremony, hosted by the Law School in the following calendar year.

4. 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.

5. Students' names and degrees appear in the Commencement Program in which they participate, regardless of the term in which they graduate. Latin Honors, if awarded, are also noted, based on the last grading cycle in which the students are enrolled; however, the final determination of Latin Honors is based on the final grades earned in the term in which the degree is conferred.

5. Degree conferral and Latin Honors are certified by the official Marquette transcript noting the degree completion. Receipt of a diploma, participation in the commencement ceremony or names/degrees/honors listed in the Commencement Program do not constitute certification of degree conferral.

6. Any exceptions to this policy must be approved by the provost.

**Commencement Notification**

The Office of the President sends one invitation/announcement to the name indicated on the Graduation Application each graduating student submits online via the Student Center in CheckMarq (https://checkmarq.mu.edu). However, there is no limit to the number of family members and friends who may attend the university-wide Commencement exercises; tickets are not needed. For further information on the university-wide ceremony, contact University Special Events at (414) 288-7431 or visit the Commencement website (http://www.marquette.edu/commencement). College Commencement ceremony, if occurring, may require tickets. For further information on college ceremonies, contact the appropriate college office.

**Course Levels**

Courses numbered 7000-7999 are professional level courses.
Conferral of Degree/Certificates

The process for determining diploma or certificate conferral dates and the distribution of diplomas, certificate and transcripts with degrees posted is outlined below. Refer to the Academic Calendar (http://bulletin.marquette.edu/healthscienceprofessional/academiccalendar) for the exact dates for all of these processes.

The Friday after May Commencement-the Friday before the end of summer term graduation

1. Students may have degrees or certificates conferred every Friday, as long as all required grades are recorded in CheckMarq and all degree requirements are completed according to the college/school's schedule.
2. Colleges/Schools verify degrees/certificates and must submit a list of those graduating to the Provost's Office by noon of the appropriate Friday.
3. The Office of the Registrar posts the degrees/certificates of all students who appear on the graduation list, the following week.
4. Diploma or certificate conferral date = the Friday the list is submitted.
5. Transcripts with degrees/certificates posted are available the week after the graduation list is submitted.
6. The Office of the Registrar orders diplomas or certificates for these students after the graduation list is submitted.
7. These diplomas and certificates are available for mailing or pick-up 4-6 weeks after the graduation list is submitted.

September-November and January-April

1. Students may have degrees or certificates conferred the last business day of the month, as long as all required grades are recorded in CheckMarq and all degree/certificate requirements are completed according to the college/school's schedule.
2. Colleges/Schools verify degrees/certificates and must submit a list of those graduating to the Provost's Office by noon of the last business day of the month.
3. The Office of the Registrar posts the degrees/certificates of all students who appear on the graduation list the following week.
4. Diploma or certificate conferral date = the last business day of the month.
5. Transcripts with degrees/certificates posted are available the week after the graduation list is submitted.
6. Office of the Registrar orders diplomas or certificates for these students after the graduation list is submitted.
7. These diplomas and certificates are available for mailing or pick-up 4-6 weeks after the graduation list is submitted.

May, December and the end of summer term graduation in August

1. Students may have degrees or certificates conferred as long as all required degree/certificate requirements are completed according to the college/school's schedule.
2. Colleges/Schools verify degrees/certificates and submit graduation lists to the Provost's Office. Refer to the Academic Calendar (http://bulletin.marquette.edu/healthscienceprofessional/academiccalendar) for the exact date.
3. Refer to the appropriate academic calendar for the diploma or certificate conferral date.
4. The Office of the Registrar posts the degrees/certificates of all students who appear on the graduation list.
5. Refer to the Academic Calendar (http://bulletin.marquette.edu/healthscienceprofessional/academiccalendar) for the exact date diplomas and certificates are available for pick-up at Marquette Central or for mailing from the Office of the Registrar.
6. Refer to the Academic Calendar (http://bulletin.marquette.edu/healthscienceprofessional/academiccalendar) for the exact date transcripts with degrees or certificates posted are available from the Office of the Registrar.

Credit

The semester hour is the unit of academic credit used by Marquette University. Following is the minimally required contact hours for classes and is based on a 15-week semester:

1. Classroom Based Courses: must meet a minimum of 50 minutes per credit per week. In addition, it is assumed that an additional workload is assigned to equal 2 hours of course work outside the classroom for each 50 minutes of meeting time (e.g., a total of 170 minutes per credit, per week).
2. Blended and Non-Classroom Based Courses: must include some form of instruction, and/or homework, and/or activity that equals a minimum of 170 minutes per credit, per week.
3. Those courses that meet in a compressed format (i.e., fewer than 15 weeks), must make up the minimum of 170 minutes per credit, per week within the timeframe of the course offering.

Semester hour credit is given only in accordance with descriptions for individual courses, as published in the Health Sciences Professional Bulletin. No credit is given for a course in which students have not registered

Credit for courses pursued at another educational institution while simultaneously enrolled at Marquette (concurrent registration) are not allowed unless specifically authorized by the dean. See “Study at Other Institutions” in this section of the Health Science Professional Bulletin.
Enrollment Status

The enrollment status of Health Sciences Professional students is based on enrolled credit hours each term. A full-time enrollment status means students are enrolled in a minimum of 12 credits; a half-time academic load means students are enrolled in 6-11 credits; enrollment in fewer than 6 credits is considered less than half-time status for students.

Faculty Grading

All official grades are entered by the primary instructor of the course into CheckMarq, by the grading deadline for each session, as published in the university Academic Calendar and are based on the work students completed during the session in which the class was offered. All coursework must be due in time for faculty to grade the work and submit grades by the deadline. Once the session is over, no additional work may be submitted. While other approved personnel of the university may assist the faculty in grade submission on the university’s course management system (D2L); only the primary instructor may enter and approve the grades in CheckMarq. Note: Students other than TAs assigned to either teach or assist in a particular class are not considered ‘approved personnel’ for assisting with grades, even if trained on FERPA.

Family Education Rights and Privacy Act (FERPA)

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. In addition, Marquette’s FERPA policy regarding education records is published on the Marquette Central academic policies website. (http://www.marquette.edu/mucentral/registrar/policy_index.shtml)

Grade Appeals

Health Science Professional students may appeal any final course grade that they believe to be in significant violation of clearly established written policies, a result of improper procedures or discriminatory. Before initiating a formal grade appeal, the students must consult with the instructor assigning the grade and present evidence why they believe the grade to be in error. If this does not lead to resolution, the students may initiate, in writing, a formal grade appeal. To be considered, the written appeal must be submitted no later than the deadline for the removal of incompletes, as noted in the Academic Calendar (http://bulletin.marquette.edu/healthscienceprofessional/academiccalendar). However, it may be in students’ best interest to appeal sooner than this deadline if their academic progress is dependent on the outcome of the appeal. In addition, students should consult with the college or school offering the course for which the grade is being appealed to determine if other requirements for the written appeal are in force.

The written appeal must be submitted to the chair of the department offering the course or, in schools or colleges with no departmental structure, to the associate dean. The written appeal must provide the reason(s) the student believes the recorded grade is incorrect. Students may present evidence of their performance and may also request that all other pertinent materials be supplied by the instructor. The chair, or associate dean, collects and analyzes the evidence in a timely manner. Evidence is gathered through consultations with the instructor, the student and any witnesses. These consultations may be in person, by phone or by electronic means. Hard copies of relevant documents may also be requested. The chair, or associate dean, evaluates the appeal or choose to designate an ad hoc committee for this purpose. The chair, associate dean, or ad hoc committee considers the appeal and evidence and makes one of the following decisions: the assigned grade should remain, the course instructor is asked to reconsider the grade in light of information collected and the reconsidered grade stands, or a grade change is warranted. The decision is communicated in writing within thirty days to the student and the instructor with copies of the formal response placed in the student’s file and forwarded to the dean and any indicated grade changes filed with the registrar.

Students have the right to appeal the decision of the chair, associate dean, or ad hoc committee, to the dean. This appeal must be submitted in writing no later than fourteen days from the date of the formal response. The dean reviews the procedural evidence, which now includes all the evidence previously gathered, the student’s appeal letters and the formal response from the chair, associate dean or ad hoc committee, and renders the final decision on the grade appeal. The decision is communicated in writing within thirty days to the student and the instructor with copies of the formal response placed in the student’s file and any indicated grade changes filed with the registrar.

Grading System

Marquette uses the grade point system to determine students’ academic grade point average, academic censure and their eligibility to graduate (see Graduation Requirements section of this bulletin.) Each grade (A through F) earned in a course carries a specified 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. A grade point average is calculated by dividing the total number of grade points earned by the total number of semester hours credited in those courses for which grade points have been assigned. The official Marquette GPA of all students is calculated by the student information system and this GPA is not rounded up or down for any reason.

All Health Science Professional students must maintain a cumulative grade point average, as outlined in the Health Sciences Professional Academic Censure policies in this bulletin.

Letter grades with or without grade points are used, by Marquette faculty to evaluate students’ performance in a course. All grades described below, with the exception of I, IC and IE 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 is considered less than half-time status for students.

Academic Calendar

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grades of I, IC or IE may be submitted by students after the deadline to change these temporary grades, as indicated in the Academic Calendar.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Achievement</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
</tr>
<tr>
<td>WF</td>
<td>Failure</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The following letter grades do not have associated grade points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADW</td>
<td>Administrative Withdrawal; a permanent grade indicating student was withdrawn from the course by the university for administrative reasons.</td>
</tr>
<tr>
<td>AU</td>
<td>Audit; a permanent grade indicating course is excluded from attempted credits.</td>
</tr>
<tr>
<td>AUA</td>
<td>Audit; a permanent grade indicating course is included in attempted credits for Satisfactory Academic Progress purposes.</td>
</tr>
<tr>
<td>CR</td>
<td>Credit; a permanent grade indicating equivalent work of C or better in the course.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete; a temporary grade indicating inability to complete the course and/or take the final exam, due to circumstances beyond the control of the student; and, therefore, completion of assignments/exam is allowed after the term has ended.</td>
</tr>
<tr>
<td>IC</td>
<td>Course Incomplete; a temporary grade indicating the course is not completed by the end of the term in which the course is scheduled; assigned to all students enrolled in the course.</td>
</tr>
<tr>
<td>IE</td>
<td>Incomplete Extension; a temporary grade indicating an extension to the I grade removal deadline; assigned by the college office to those students who, due to circumstances beyond their control were unable to complete the required work by the I grade removal deadline.</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit; a permanent grade indicating equivalent work of less than C in the course.</td>
</tr>
<tr>
<td>NG</td>
<td>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.</td>
</tr>
<tr>
<td>SNC</td>
<td>Satisfactory completion; a permanent grade indicating equivalent work of C or better in a course bearing no credit.</td>
</tr>
<tr>
<td>UNC</td>
<td>Unsatisfactory completion; a permanent grade indicating equivalent work of less than C in a course bearing no credit.</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory completion; a permanent grade indicating equivalent work of C or better in a credit bearing, competency-based course.</td>
</tr>
<tr>
<td>SY</td>
<td>Satisfactory completion; a permanent grade indicating equivalent work of C or better in the first term of a series of year-long courses, where grades are assigned only in the final course in the series.</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory completion; a permanent grade indicating equivalent work of less than C in a credit bearing, competency-based course.</td>
</tr>
<tr>
<td>UW</td>
<td>Unexcused withdrawal; a permanent grade indicating withdrawal initiated by the faculty or college office when a student registered for a course, never attended and failed to officially withdraw.</td>
</tr>
<tr>
<td>UY</td>
<td>Unsatisfactory completion; a permanent grade indicating equivalent work of less than C in the first term of a series of year-long courses, where grades are assigned only in the final course in the series.</td>
</tr>
<tr>
<td>W</td>
<td>Official withdrawal; a permanent grade indicating withdrawal initiated by the student and approved by the college office.</td>
</tr>
<tr>
<td>WA</td>
<td>Withdrawn-Excessive Absences; a permanent grade indicating withdrawal initiated by the faculty or college office due to excessive absences in the course.</td>
</tr>
</tbody>
</table>

Clarifications of Grades

ADW Grade
The ADW grade indicates that 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 an appeal process. Submission of this grade requires a last date of attendance.

Student who are administratively withdrawn from the university receives this grade in all classes for the term/session. Likewise, students who are administratively withdrawn from a single class, receives this grade in the class. Administrative withdrawal is an action normally taken by the university for
disciplinary, conduct, lack of professional competence or academic reasons, other than low grades or lack of degree progress. This grade is assigned by the college office or the Office of the Registrar depending on the reason and the office requesting the administrative withdrawal. A last day of attendance must be submitted with this grade. This grade takes precedence over any other grade assigned to students.

Students assume responsibility for all consequences that ensue as a result of receiving any withdrawal grade. These consequences may include but are not limited to: a delay in graduation, denial of readmission, external institutions/entities viewing these grades as failing grades, loss of eligibility for certain scholarships and/or financial aid, loss of full-time status and/or loss of a refund.

**CR/NC Option**

This grade is initiated by students. For enrichment purposes, Health Science Professional students are given an option to elect independent study courses for which only a CR or NC grade is assigned. Arrangements to take a course under the CR/NC option must be made no later than the end of registration, as indicated on the Academic Calendar (http://bulletin.marquette.edu/healthscienceprofessional/academiccalendar), by completing the appropriate form available online at Marquette Central academic forms website. (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml)

After the end of registration, students do not have the option of changing from CR/NC to regular grading or from regular grading to the CR/NC option.

**C-, D+ and D grades**

The policy on these grades earned in courses taken at Marquette University differs for students in the various colleges, schools and programs. See the pertinent sections of this bulletin for statements of individual policy.

**I Grade**

This grade is initiated by students, must be approved by the instructor and may not be approved any earlier than two weeks prior to the end of the session in which the course is offered. These grades must be assigned by the instructor prior to the final grading deadline for the session in which the course is offered. Students must have a circumstance beyond their control in order to be assigned this grade. In addition, students' performance in the course must merit this exception, otherwise, the instructor assigns a grade that reflects both the quality of the work completed and the significance of the work/exam that has not been completed. This grade is not assigned after the session in which the course is offered has ended. Submission of this grade requires a last date of attendance/activity.

This grade is cleared using the online grade change process located in the Faculty Center in CheckMarq. If not cleared or changed to the grade of IE by the date specified in the Academic Calendar (http://bulletin.marquette.edu/healthscienceprofessional/academiccalendar) the grade automatically becomes a grade of F. Retroactive withdrawals may not replace the I grade. Because these grades denote that students did not fulfill all course requirements and/or the final exam, the university views these grades with the same seriousness as the grade of F.

Any exception to the assignment of this grade must be approved by the college offering the course.

**IC Grade**

This grade is assigned by the faculty and is not the result of any action or inaction by students. This grade is changed to a permanent letter grade by the faculty at the time the course is complete and no initiation is needed by students. The permanent grade must be assigned within one year of the assigned IC grade. Retroactive withdrawals may not replace the IC grade.

**IE Grade**

This grade is initiated by students and must be approved by the college office of the college offering the course and cleared by that same office. If not cleared by the date specified in the I-grade extension notification sent to students, the grade automatically becomes a grade of F. Retroactive withdrawals may not replace the IE grade. In no case can the I-grade extension extend beyond one year after the original I grade was assigned.

**UW Grade**

This withdrawal grade is initiated by the faculty or college office when students register for a course, never attend and fail to officially withdraw.

Students assume responsibility for all consequences that ensue as a result of receiving these grades. The consequences include but are not limited to: a delay in graduation, external institutions/agencies viewing these grades as failure; loss of eligibility for certain scholarships and/or financial aid, loss of full-time status and loss of the 100% refund. Refund calculation for this grade is based on the date the university is first informed of the non-attendance.

**W grade**

This withdrawal is initiated by students, before the deadline, as outlined in the Academic Calendar (http://www.marquette.edu/mucentral/registrar/cal_index.shtml). This grade is not assigned after the session in which the class is scheduled has ended. Submission of this grade requires a last date of attendance. This is a permanent grade and cannot be changed or overwritten, except as described in the ADW section above.

Students assume responsibility for all consequences of this grade. These consequences may include but are not limited to: a delay in graduation, denial of readmission, external institutions/entities viewing this grade as a failing grade, loss of eligibility for certain scholarships and/or financial aid, loss of full-time status and/or loss of a refund.
WA GRADE
This withdrawal is initiated by the faculty or college office and is assigned due to excessive absences in the course, as outlined in the syllabus or the Attendance Policy, outlined above. This grade is not assigned after the session in which the class is scheduled had ended. This grade is always be assigned if the withdrawal is initiated prior to the deadline to withdraw for the class in which a session is scheduled, as outlined in the Academic Calendar. (http://www.marquette.edu/mucentral/registrar/cal_index.shtml) If initiated after the deadline, students receive the grade earned at the time (a WA or a WF, as indicated in the syllabus). Submission of this grade requires a last date of attendance. This is a permanent grade and may not be overwritten or changed, except as described in the ADW section above.

Students assume responsibility for all consequences of this grade, which may include, but are not limited to: a delay in graduation, denial of readmission, external institutions/entities viewing of this grade as a failing grade, loss of eligibility for certain scholarships and/or financial aid, loss of full-time status and/or loss of a refund.

WF GRADE
This grade is assigned under two circumstances and is calculated into the grade point average, as a grade of F:

1. When students initiate a withdrawal after the deadline to withdraw, as outlined in the Academic Calendar (http://www.marquette.edu/mucentral/registrar/cal_index.shtml).

2. When the faculty and/or college initiates a withdrawal after the last day to withdraw, as outlined in the Academic Calendar, if: (1) the students exceed the faculty's absence policy in the syllabus; or, (2) students abandon the class. In these cases, if students are passing the class at the time of the withdrawal, the faculty may assign the WA or WF grade, depending on the grading criteria of the syllabus; however, if students are failing the class at the time of this withdrawal, students must be assigned a WF.

In all cases, this withdrawal is not permitted after the session in which the class is scheduled has ended. Submission of this grade requires a last date of attendance. This is a permanent grade and cannot be changed or overwritten, even during the term in which it was assigned, except as described in the ADW section above.

Students assume responsibility for all consequences of this grade, which may include, but are not limited to: a delay in graduation, denial of readmission, external institutions/entities viewing this grade as failing, loss of eligibility for certain scholarships and/or financial aid, loss of full-time status and/or loss of a refund.

Graduation
Graduation Requirements
Students are required to graduate at the end of the term in which all degree requirements are completed. Degree requirements are those university and college requirements needed to earn the degree. Normally, Health Science Professional students must meet the graduation requirements which are stated in the Health Science Professional Bulletin issued for the year in which they entered the professional phase of their program at Marquette. Substitutions or waivers for specific courses required for degree completion may occur, as determined by the college. It is to be expected that these course exceptions can occur in the case of students whose enrollment period extends for more than eight years. Students whose enrollment is interrupted for two or more consecutive terms normally must meet the requirements in the bulletin issued for the year in which they return to the university. The college may determine that readmitted students fall under a different set of degree requirements than the academic year in which they are readmitted. Students are responsible for keeping themselves informed of the requirements which apply in their particular cases. Students have available faculty advisers who assist in planning and implementing the students' plans of studies; however, it is ultimately the responsibility of students to know and fulfill the requirements for graduation specified for the selected plan. Candidates for a professional degree must meet the following graduation requirements:

1. Health Sciences Professional Requirements:
   • Master in Physician Assistant Studies: degree candidates must earn a minimum of 128 credits with a minimum GPA of 2.800.
   • Doctor in Physical Therapy: degree candidates must earn a minimum of 126 credits with a minimum GPA of 2.200.
   • Master in Athletic Training: degree candidates must earn a minimum of 82 credits with a minimum GPA of 2.750.

2. Student must attend any course of lectures, or any other exercises which have been or may be required, even though such courses receive no recognition in terms of credit hours.

3. Students' records must be cleared of all grades that are not permanent, i.e., grades of I, IC, IE and NG.

4. Students must file a formal application for a degree by the deadline published in the Academic Calendar; however, because students are required to graduate at the end of the term in which all degree requirements are complete, the university reserves the right to graduate students without a graduation application on file.

5. Commencement is held in May, after the spring term. Participation in commencement does not mean students have graduated. See the Commencement Policy (p. 8) in this bulletin for further details.
6. All exceptions to this Graduation Requirements policy must be approved by the Office of the Provost, except:

- the course and bulletin year exceptions listed in paragraph 1 (as approved by the college)
- number 2 (as approved by the college)

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 at Marquette University by the total number of grade point hours earned. 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 honors are recorded on diplomas, noted in the published lists of graduates at Commencement and recorded on the transcript.

GRADUATION RECORD
The academic record of students are frozen once the degree is posted and may not be altered thereafter, unless required to do so by law and/or an egregious error is discovered after the posting. This includes but is not limited to: all relevant grade point averages, grades, additional information relating to the degree(s), major(s), minor(s) and specialization(s), Latin Honors and academic censure.

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 homework; 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.

Medical Withdrawal
The Medical Withdrawal policy is effective for all undergraduate and health science professional students. The Dental School, Graduate School, Graduate School of Management and Law School have independent policies. Marquette University students may apply for a medical withdrawal for health reasons. A medical withdrawal is recommended when students' health condition significantly impairs their ability to function successfully or safely as students. The following conditions may warrant a medical withdrawal:

- A terminal condition.
- A traumatic victimization.
- A medical/psychological condition that requires intensive treatment or an extended hospital stay.

Process
Students who wish to withdraw for health-related reasons must complete the Medical Withdrawal Request and Healthcare Provider Release forms located on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml). This must be done by the standard withdrawal deadline published in the Academic Calendar (http://www.marquette.edu/mucentral/registrar/cal_index.shtml). In addition, a licensed healthcare provider must submit a letter substantiating the condition and supporting the withdrawal. These forms must be submitted within the term of illness/injury. If students are unable to participate in the medical withdrawal process and an official medical withdrawal is needed, their college office, parent, spouse, partner, or other designee may do so on their behalf, once their incapacitation is documented or power of attorney is provided.

For students who wish to withdraw for medical reasons prior to the deadline to Add/Drop for the term/session in which the class is scheduled, no courses are reflected on the academic record for the term of withdrawal. Students who withdraw for medical reasons after the deadline to Add/Drop for the term/session in which the class is scheduled receive final grades of W in all courses for the term of the withdrawal, except when courses have already been graded, or when grades of ADW (administrative withdrawal) are warranted. A medical withdrawal does not appear as a specific reason for withdrawal on the student's official transcript.

Federal financial aid regulations require the university to submit notification of all changes in status (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 students from a class or classes when it is evident the students never attended a class/classes (grade of UW assigned); students stopped attending a class/classes (grade of WA); or, due to incapacity, students must be withdrawn from a class/classes (grade of W). This policy is in effect for all students, regardless of any financial aid award.

The completed Medical Withdrawal Request forms are to be submitted per the instructions on the form by students, the students' designee, or the students' college office, and must include all relevant documentation as described on the form. The form and all documentation are confidentially
forwarded to the Medical Withdrawal Committee for review. All documents must be received within 20 days of the initial request, or the request is denied and converted to a standard withdrawal.

Because a medical withdrawal can affect so many aspects of academic progress at Marquette University, students are encouraged to first consider other options that might enable them to remain enrolled. Students are encouraged to consult their college office, Marquette Central, the Office of International Education and other offices as appropriate. It is also recommended students consult their health insurance company and other service providers as appropriate.

It is expected the time that students take away from the university for a medical withdrawal be used for treatment and recovery. To that end, students may not return to the university the term immediately following a medical withdrawal. Students who withdraw during the fall term may appeal for return in the following summer term, or any term thereafter. Students who withdraw during the spring term may appeal for return in the following fall term, or any term thereafter. Students who withdraw during the summer term may appeal for return in the following spring term, or any term thereafter.

MEDICAL WITHDRAWAL COMMITTEE

The Medical Withdrawal Committee is comprised of five members. Permanent voting members include representatives from the Counseling Center, Student Affairs, Marquette University Medical Center, an undergraduate college representative from the Committee on Academic Procedures and a Health Sciences Professional representative, as needed. In addition, there are two ex-officio members on the committee: a representative from the Office of Student Financial Aid and the Office of the Registrar. The chair of the committee is elected from the voting members; however, the designated chair only votes to break a tie. The Medical Withdrawal Committee reserves the right to consult with individuals from students' college office, as well as additional personnel, the Counseling Center, Marquette University Medical Center and/or Student Affairs on a case by case basis. The Medical Withdrawal Committee carefully reviews each request for medical withdrawal and determine the action to be taken, including any refund, if appropriate. An approved, medical withdrawal exempts students from academic censure, although students may still be subject to review by the Office of Student Financial Aid as required by federal financial aid regulations. A medical withdrawal results in a registration hold placed on students' record until such time they are cleared to return. (See the Return to the University after Medical Withdrawal section below).

MEDICAL WITHDRAWAL COMMITTEE’S DETERMINATION

When requests for an official medical withdrawal completed before the deadline to withdraw in the session/term in which the class is scheduled are denied, a standard term withdrawal is initiated and the requester is withdrawn from all classes with a grade of W, except when courses have already been graded, or when grades of ADW (administrative withdrawal) are warranted. Students are also refunded tuition per the Office of the Bursar’s standard refund schedule (http://www.marquette.edu/mucentral/bursar/withdrawal_index.shtml).

When requests for an official medical withdrawal are completed after the deadline to withdraw in the session/term in which the class is scheduled, the committee may consider the request, depending on the gravity of the situation, as outlined in the documents provided. If requests are denied, a standard term withdrawal is initiated and the requester is withdrawn from all classes with a grade of WF, except when courses have already been graded or when grades of ADW (administrative withdrawal) are warranted.

MEDICAL WITHDRAWAL APPEAL

Students have the right to appeal the Medical Withdrawal Committee’s determination by writing to the Office of Student Affairs within five business days of the date of the committee’s letter. Students must state one of the following specific bases for the appeal, followed by an explanation:

a. The Medical Withdrawal was not fairly followed.

b. There is new information available that was not available at the time of the submitted request which could affect the committee’s decision.

An appeal cannot be based solely on the fact that a Medical Withdrawal was submitted after the published deadline, or a disagreement with the refund determination made by the committee. The Office of Student Affairs notifies students when the appeal is received. The administrator hearing the appeal may consult with the students’ college office, the Office of the Registrar, members of the Medical Withdrawal Committee, other university offices and/or the student submitting the appeal, as appropriate. The administrator hearing the appeal typically replies within five business days of receipt of the appeal. Possible appeal outcomes include: upholding the committee’s decision; overturning the committee’s decision; modifying the committee’s decision; or returning the case to the committee with new information for re-consideration. The determination of the Office of Student Affairs is final.

RETURN TO THE UNIVERSITY AFTER MEDICAL WITHDRAWAL

The Medical Withdrawal Committee must approve the request to return to the university and the students’ home college must subsequently approve readmission to the college (if applicable). Approval to return to the university following a medical withdrawal is not guaranteed. Because of the documentation required, and the various decisions that must be made by university officials, it is necessary that the process to return, as outlined above, begin well in advance of the session/term in which students wish to re-enroll. At a minimum, all required forms and documentation must be submitted no later than 30 days prior to the start of the session/term in which students desire to return to the university. Failure to meet the 30-day deadline may result in deferment of medical clearance and readmission.
<table>
<thead>
<tr>
<th>Standard University Withdrawal*</th>
<th>Medical Withdrawal*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grade(s) Issues</strong></td>
<td>Withdrawal (W) grades for each course in the term with the exception of any courses in which final grades have already been posted, including previous withdrawal grades, or the grade of ADW (administrative withdrawal) is warranted.</td>
</tr>
<tr>
<td><strong>Official Transcript</strong></td>
<td>No notation on the transcript</td>
</tr>
<tr>
<td><strong>Tuition Refund</strong></td>
<td>Follows normal withdrawal schedule, as posted on the Marquette Central website.</td>
</tr>
<tr>
<td><strong>Academic Censure</strong></td>
<td>Subject to university censure (RWAR) and college academic censure (probation and CAA).</td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td>Subject to financial aid satisfactory academic progress (SAP) requirements. Any additional financial aid implications (loan repayment, scholarship eligibility, etc.) are based on students’ aid package and should be confirmed through Marquette Central.</td>
</tr>
<tr>
<td><strong>Withdrawal Paperwork</strong></td>
<td>Withdrawal from All Courses and/or the university form.</td>
</tr>
<tr>
<td><strong>Eligibility for return to MU</strong></td>
<td>Eligible to enroll in the term immediately following, unless subject to academic or other censure; No paperwork is required; see the Readmission section of this bulletin.</td>
</tr>
<tr>
<td></td>
<td>Medical Withdrawal form, which includes: personal statement outlining the rationale for the request; a licensed health care provider's statement on letter head confirming the need for withdrawal and dates of the medical condition; Medical Withdrawal-Healthcare Provider Release information form.</td>
</tr>
</tbody>
</table>

* After close of registration.

All forms, withdrawal refund schedule and the academic calendar can be located on the Marquette Central website (http://www.mu.edu/mucentral).

**Military Call to Active Duty or Training**

It is the university’s policy to support our students who have been called to active duty and/or training by any branch of the United States armed forces. According to Federal Title X regulations, students are not to be disadvantaged by being called to military service, whether for deployment or training. The university makes every effort to restore students returning from military service to the status they held upon their departure. This policy applies to students who have been ordered to active military duty or training in any branch of the United States armed forces. It does not apply to students ordered to active duty in another country’s armed forces, who follow the regular withdrawal process. It is expected that everyone at the university works together to do what is best for these students.

It is recognized that students may be called to active military duty and/or training at any time before or during the term and various processes may differ, depending on the time of the call up.

**DEPLOYMENT OR TRAINING CALL-UP PRIOR TO THE START OF A TERM:**

1. Students must drop all courses in every term for which they are registered. This results in an automatic 100% refund of all tuition and fees.
2. The Military Active Call to Duty Notification form is submitted as per instructions on the form.
3. A copy of the deployment or training order is provided with the form.
4. The readmission criteria described in Section 6 below applies.

**DEPLOYMENT OR TRAINING CALL-UP DURING A TERM AND FOR A DURATION OF NO MORE THAN TWO WEEKS AND BEFORE THE LAST DAY TO WITHDRAW FOR THE TERM:**

1. The Military Active Call to Duty Notification form is submitted as per instructions on the form.
2. A copy of the deployment or training order is provided with the form.
3. Due to the short period of this type of call-up, it may not be in the best interest of these students to withdraw from the university and other academic accommodations may be possible to allow students to progress in the existing course of study.

GUIDING PRINCIPLES FOR A DEPLOYMENT OR TRAINING ORDER OF TWO WEEKS OR LESS:
1. Students activated for deployment or training are held to the same standard of academic excellence expected of all students.
2. Documented absences for scheduled deployment or training do not relieve these students of class responsibilities, including any course material covered during missed classes.
3. It is recognized that certain course activities (e.g., labs, clinicals) are necessary to meet course and/or program requirements; thus the college, in consultation with the faculty may request that these students withdraw from these classes, regardless of the short absence. In this case, the withdrawal/refund policies in Section 3 below apply.
4. Faculty members should make every reasonable effort to support and accommodate these short-term absences.
5. Where there are schedule conflicts, absences or other issues: these students, along with the faculty member and college/school dean/dean designee work together to achieve the most optimal solution.

STUDENTS’ RESPONSIBILITIES:
1. Notify each faculty member of the reason for the absence and the dates of the deployment or training.
2. Be prepared to provide each faculty member with a copy of the deployment or training order.
3. Be cognizant via the syllabus, of the dates of all major exams, due dates for paper or project submissions, dates of field trips and other mandatory class-related activities.
4. Discuss a plan to make-up any missed course work with the faculty.
5. Abide by that plan and notify the faculty if circumstances change that does not allow the completion of the plan.

DEPLOYMENT OR TRAINING CALL-UP DURING A TERM AND FOR A DURATION OF NO MORE THAN TWO WEEKS AND AFTER THE LAST DAY TO WITHDRAW FOR THE TERM:
These students have the same options as described in number 5 below.

DEPLOYMENT OR TRAINING CALL-UP DURING A TERM, FOR A DURATION OF MORE THAN TWO WEEKS, AND BEFORE THE LAST DAY TO WITHDRAW FOR THE TERM:
1. The Military Active Call to Duty Notification form is submitted, as per instructions on the form.
2. A copy of the deployment or training order is provided with the form.
3. Once the form and the order is provided, students are withdrawn from all classes, with a W grade assigned and receive:
   - 100% tuition refund
   - 100% course fees refund
   - Pre-paid meal card and residence hall refunds are pro-rated, based on date of the withdrawal.
   - A transcript notation as to why the withdrawal occurred.
4. These students are not subject to Academic Censure for the term in which they were deployed/called up.

DEPLOYMENT OR TRAINING CALL-UP DURING A TERM, FOR A DURATION OF MORE THAN TWO WEEKS, AND AFTER THE LAST DAY TO WITHDRAW FROM THE TERM:
1. With permission of the faculty, a grade of incomplete may be assigned.
   - If an incomplete grade is assigned, no refund of tuition or course fees are allowed and the grade is assigned during final grading for the session in which the course is offered.
   - A notation as to why the incomplete grade was assigned is placed on the transcript.
   - Upon return, no tuition or course fees is charged to the student in order to complete the work required to remove the incomplete grade.
   - The deadline to remove any incomplete grade is the deadline to remove an incomplete grade in the term following these students’ return from service, as indicated in the Academic Calendar.
   - These students are not subject to Academic Censure for the term in which they were deployed/called up.
2. If permission is not given by the faculty for an incomplete; students are withdrawn from classes (W grade) and the withdrawal policy, as described in Section 3 applies.

FINANCIAL AID IMPLICATIONS OF THE STUDENT’S DECISION:
1. Financial aid and payments received from these students for the term are refunded to the source, as per the Office of Student Financial Aid policies.
2. Students who have received a refund from financial aid sources are expected to repay the financial aid according to the terms of any promissory notes they have signed. The same standards that are applied to students who have an outstanding tuition balance with the university are applied to those called up for military duty.
3. In addition, the university adheres to the guidance offered by the U.S. Department of Education regarding students who have received a Federal Perkins Loan or Federal Nursing Loan.

4. Students must contact their lender to request a loan deferment.

**ACTIONS UPON RELEASE OR ANTICIPATED RELEASE FROM ACTIVE MILITARY SERVICE:**

Deployment or training was no more than two weeks and return is expected during the same term:

1. Submission of the Return from Military Duty form and any required documents are to be submitted immediately.
2. Students may not attend classes until this form has been processed and students are notified.
3. The readmission form is not required.
4. Students are expected to make up the course work that was missed and the college and/or faculty are expected to facilitate this make-up work, as needed.

Deployment or training was no more than two weeks, but after the last day to withdraw for the term:

1. Submission of the Return from Military Duty form and any required documents are to be submitted by the deadline for readmission in the Academic Calendar.
2. Students may not attend classes until this form has been processed and students are notified.
3. The readmission form is not required.
4. Returning students are readmitted, as long as they left the university in good academic standing.

Deployment or training was before a term started, or more than two weeks during a term, or the weeks after the last day to withdraw:

1. Submission of the Return from Military Duty form and any required documents must be submitted within one year of release.
2. Students may not attend classes until this form has been processed and students are notified.
3. The readmission form is not required and students are readmitted, as long as they left the university in good academic standing.
4. Students are readmitted under the same bulletin year as originally admitted, unless the program no longer exists. In this case, the college is to make every effort to align the courses already taken into a new or individualized major.
5. If applicable, students contact home college to make a plan to complete any missed course work and/or remove any incomplete grades that were assigned.

For those students who left the university after academic censure and have not been reinstated to the university, the Academic Censure/SAP appeal form must accompany the Return from Military Duty form.

- In this case, readmission is not guaranteed.

**VA Educational benefits**

Students who wish to resume or begin collecting VA benefits, contact the Veterans Certifying Official in Marquette Central (414-288-4000) to discuss what documentation is needed for VA Benefits to be certified or re-certified.

**Readmission**

Application for readmission is requested using the Health Sciences Readmission form found on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml). Readmission requests are only considered for those students who left the college in good standing and had prior approval of the department chair; however, readmission is not considered for any former students with an outstanding balance of $3,000 or more already owed the university, or who has an active Student Affairs/Development or Office of the Registrar registration hold on their record. Students may not be readmitted into a program that has been discontinued while not enrolled. In all cases students must be fully readmitted to the university prior to the term/session in which they wish to register (see the Academic Calendar [http://bulletin.marquette.edu/healthscienceprofessional/academiccalendar] for published deadlines).

**Registration**

Normally, advising is required for all students prior to registration each term. Students who register for course work without adviser approval assume full responsibility for their registration. Courses that do not satisfy the requirements of their plans of study are not applied toward the degree.

Students complete class registration via an Internet-based system known as CheckMarq (http://checkmarq.mu.edu). Students are responsible to ensure that their class schedule for each term/session accurately reflects the classes they plan to attend. Students may not attend classes in which they are not officially registered. Students must be registered by the deadline to register for each session, as outlined in the Academic Calendar (http://bulletin.marquette.edu/healthscienceprofessional/academiccalendar). The university does not retroactively register students for classes after the deadline to register for a session, or after a term is completed and reserves the right to deny credit to students who fail to officially register in any course within these time limitations. All classes for which students are registered are subject to tuition and in some cases, additional fees. Students are responsible for any payment due for all officially registered classes, regardless of attendance.
Students who do not plan to attend the university are responsible for dropping classes through CheckMarq (http://checkmarq.mu.edu), before the end of registration for the session/term and notifying their respective department office. All courses for which students are officially registered as of the close of registration are subject to fee assessment and payment, and as such appear as part of their permanent record even if they do not attend any sessions of the class. To avoid unnecessary fee charges and unnecessary courses with punitive grades on the permanent record, it is the responsibility of students to review their official registration prior to the end of registration and make any corrections needed.

**Reinstatement to the University**

Students who are academically dismissed (RWAR - required to withdraw for academic reasons) at the end of a term may appeal the decision in writing to the college office. If the appeal is granted for the term immediately following the dismissal (or, in the case of the spring term, for the fall term), students are not required to apply for readmission. Instead, students are reinstated to the university on probation status. The official transcript reflects both the academic dismissal and the reinstatement on probation.

Students who are academically dismissed at the end of a term and leaves the university for one or more terms must apply for readmission. As part of the readmission application, students must also request reinstatement to the university via the Academic Censure Appeal form, located on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml). If the return to the university is approved, the official transcript reflects both the academic dismissal and the reinstatement on probation.

**Repeated Courses**

Health Science Professional students who repeat a course, may do so under certain conditions:

1. Courses in which a passing grade is earned may be repeated only once.
2. Normally, the repeated course is taken at Marquette.
3. The repeated course is identical to the original course in subject, catalog number, title, subtitle and credits.
4. The repeated course is graded with the same grading options as the original, e.g., students may not exercise the CR/NC option for a repeated course, unless it was originally taken with this option.
5. Courses in which a grade of ADW, AU, AUA, F, NC, UW, U, UNC, UY, W, WA or WF has been earned may be repeated until a passing is assigned; and once assigned, the course may be repeated only one more time, regardless of the grade earned.
6. A passing grade is determined as the grade required by the university grading policy, i.e., the minimum grade it takes to earn credit for the course. (See Grading System in this bulletin - where CR, D, S, SNC or SY are considered passing grades, thus a D or above, a CR, S, SNC, or SY are all considered passing grades for the purposes of this policy.)
7. As an exception to the regulation, these courses allow unlimited repeats: colloquiums, continuation placeholder, co-ops, independent study/ research, internships, practicums/clinicals/field work experience, seminar/reading, studio/workshops, study abroad and variable title courses (e.g., topics).

Credit hours earned in a repeated course are only awarded once; however, all previous courses and grades remain on the students' permanent academic record. The last grade earned is included in the cumulative GPA and the grade in the original course is excluded from the cumulative GPA calculation; however, all grades remain on the academic record. The cumulative GPA is adjusted at the time the repeated course is graded. If students receive an AU, AUA, ADW, W, WA or UW in the repeated course, the earlier grade remains in the cumulative GPA. If a student repeats a course that was transferred to Marquette, only the Marquette course/grade is reflected in the total credits earned and the cumulative GPA.

At the time of registration, the repeat process in CheckMarq allows the repeat of a course only once, unless the course is an unlimited repeat course (see #7 above). If a student needs to repeat a course and that repeat is allowed under the policy, they must petition this action via the Repeat Course Permission form, located on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml). This petition is granted only if the request is in adherence to all the repeat criteria listed above.

**Study at Other Institutions**

Students who plan to study at another institution must obtain written approval for each course prior to enrollment in the course. If prior approval is not obtained, the university reserves the right to not accept the credits earned at the other institution.

Credit for courses pursued at another institution while simultaneously enrolled at Marquette (concurrent registration) are not allowed unless specifically authorized by the dean/dean designee of the college of the students' degree.

Upon completion of the approved course work, it is the responsibility of students to have an official transcript sent directly from the institution to the Office of the Registrar. Transcripts routed by students are not accepted. Transfer credits are not reviewed or posted to the students' Marquette academic record until the official transcript from the external institution has been recorded in the Office of the Registrar.

**Transcripts-Official**

An official transcript is a complete and unabridged copy of all academic work attempted at Marquette and includes only those courses attempted at Marquette. Partial official transcripts are never produced. Transfer and test credits accepted toward a Marquette degree are recorded, but the grades earned are not on the Marquette transcript. Course and grade information contained on the transcript is released only upon written consent from
students, as required by the federal Family Educational Rights and Privacy Act of 1974, or as required by law. See Marquette's FERPA policy on the Marquette Central academic policies website (http://www.marquette.edu/mucentral/Registrar/policy_index.shtml).

The university accepts only official transcripts for the purposes of posting transfer credit or courses to the Marquette record and/or verification of a degree, diploma or certificate completion at another institution. Official transcripts are those that are printed on security paper and come directly via U.S. Mail from another institution's record/registrar office to the Office of the Registrar (OTR) or are delivered electronically directly to the OTR via a secured third-party method that has been verified by the sending institution. All other transcripts are considered unofficial and are not accepted or processed. Once an official transcript is received by the OTR, the transcript is submitted for review to the college office of the primary degree/major of students for determination of those courses and/or credits that are transferable to Marquette.

The following notations appear on the permanent academic record of the student, including the official transcripts of the university:

1. **Required to Withdraw for Academic Misconduct**: dismissed due to academic dishonesty. "Required to Withdraw for Academic Misconduct" appears on both unofficial and official transcripts. If students are allowed to return after this dismissal, "Reinstated to University" permanently appears on both transcripts.

2. **Required to Withdraw for Academic Reasons**: dismissed due to academic performance. "Required to Withdraw for Academic Reasons" appears on both unofficial and official transcripts. If students are allowed to return after this dismissal, "Reinstated on College Probation" permanently appears on both transcripts.

3. **Required to Withdraw for Non-Academic Reasons-Expulsion**: dismissed due to student conduct violation. "Required to Withdraw for Non-Academic Reasons: Expulsion" appears on both unofficial and official transcripts. Expulsion is the most serious university disciplinary action and involves the permanent exclusion of students from the university.

4. **Required to Withdraw for Non-Academic Reasons-Suspension**: dismissed due to student conduct violation. "Required to Withdraw for Non-Academic Reasons: Suspension" appears on both unofficial and official transcripts. If students are allowed to return after this dismissal, "Reinstated to University" permanently appears on both transcripts.

5. **Required to Withdraw for Professional Integrity Reasons**: dismissed due to lack of integrity in a professional setting, such as a clinical or field placement. "Required to Withdraw for Professional Integrity" appears on both unofficial and official transcripts. If students are allowed to return after this dismissal, "Reinstated to University" permanently appears on both transcripts.

6. **Required to Withdraw for Professional Performance Reasons**: dismissed due to poor performance in a professional setting, such as a clinical or field placement. "Required to Withdraw for Professional Performance" appears on both unofficial and official transcripts. If students are allowed to return after this dismissal, "Reinstated to University" permanently appears on both transcripts.

7. **Required to Withdraw for Unsatisfactory Degree Progress**: dismissed due to lack of degree progress. "Required to Withdraw for Unsatisfactory Degree Progress" appears on both unofficial and official transcripts. If students are allowed to return after this dismissal, "Reinstated to University" permanently appears on both transcripts.

**Transfer Credit**

Transfer credits for students in Health Sciences Professional programs are considered only for fulfillment of basic science requirements. Transfer credits are not accepted for any required PHTH or PHAS courses. Students who feel they have completed equivalent coursework towards basic science requirements must submit a complete course syllabus to the department office for review. Once reviewed, if a course is acceptable for transfer credit, students are asked to have an official copy of their transcript sent to the department office, if one was not required at the time of application (i.e. students that had completed degrees at time of application and submitted transcripts through CASPA). The department office then submits a "Transfer of Credit Form" to the college office for final approval and forwarded to the Office of the Registrar for entry on the students’ record.

**Withdrawals**

This section applies to three sections below: From Classes, From the University and Unexcused

Students who drop any class before the end of the last day to register for the session in which the class is scheduled, has the class removed from the academic record. Once the last day to register for the session has passed, as published in the Academic Calendar (http://bulletin.marquette.edu/undergrad/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 policy.

Students assume responsibility for the consequences that ensue as a result of any withdrawal grade. These consequences may include but are not limited to: a delay in graduation, denial of readmission (in the case of an administrative withdrawal, ADW, the student must be cleared by the academic dean and/or the dean of students before the readmission request is processed), external institutions/entities viewing these grades as failing, loss of eligibility for certain scholarships and/or financial aid, loss of full-time or part-time status and/or loss of a refund.

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 students from any class when it is evident the students did not start the class (grade of UW); stopped attending the class (grade of WA or WF, as appropriate—see Grading section above); 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, (http://bulletin.marquette.edu/undergrad/academiccalendar) the procedures referenced below, and the timelines, as published by the Bursar’s Office (http://www.marquette.edu/mucentral/bursar/withdrawal_index.shtml), does not relieve students of responsibility to pay for any tuition/fees owed for such classes. In addition, their financial aid may be adjusted as required by federal and state refund calculations and institutional policy based on the official withdrawal date. Student withdrawals are reported to the National Student Loan Data System should any loan deferments need to be canceled at the time of withdrawal. Finally, the date on which all withdrawal forms are submitted to the university is the date used for any refund calculations.

The period for withdrawing from classes, or the term, if registered, is the day after the end of registration until the withdrawal deadline for each session in which classes are scheduled, as specified in the Academic Calendar (http://bulletin.marquette.edu/undergrad/academiccalendar). After this deadline, students who wish to withdraw, are assigned the appropriate grade, as outlined in the Grading Section above.

If students, at any time, fail to manifest those qualities to be appropriate and necessary to the professional field for which they are preparing, withdrawal from the program, university or any class may be initiated by the college and grades of ADW are assigned, if the administrative withdrawal action is taken during the term.

From Classes

Students who wish to withdraw from one or more classes, but still attend at least one other class during the term, must officially withdraw from classes using the Health Sciences Professional Single Course Withdrawal Form located on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml). Students are not officially withdrawn from any class until the completed withdrawal form is submitted to the office of the academic dean.

Additionally, as indicated in the Withdrawal section above, failure to follow the outlined procedures and timelines and to officially withdraw from classes, does not relieve students of the responsibility to pay for any tuition/fees owed for such classes. It is the responsibility of students to determine, prior to the withdrawal from any class, if there are financial aid and/or scholarship consequences to this withdrawal.

From the University

Students who are enrolled for one or more classes and decide to withdraw from all of them in a given term (even if enrolled in just one class) or decide to discontinue their study at Marquette after a term is complete, must formally withdraw from the university. The withdrawal process is accomplished via the Withdrawal for All Students form or the official Medical Withdrawal (p. 15) forms and process, depending on the circumstance necessitating the withdrawal. These forms are located on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml).

A complete term withdrawal is not processed by the university or considered official until the completed withdrawal form is submitted to the college office. In addition, as indicated in the Withdrawal section above, failure to follow the outlined procedures and timelines and to officially withdraw from classes does not relieve students of the responsibility to pay for any tuition/fees owed for such classes. It is the responsibility of students to determine, prior to the withdrawal from a term, if there are financial aid and/or scholarship consequences to this withdrawal.

Unexcused

Students who register, never attend and fail to officially withdraw from a class, are withdrawn because of non-attendance. This action results in a permanent grade of UW on the academic record that may not be replaced with any other grade. The date that the college office or other university official first learns of the non-attendance is the date used by the university to calculate all necessary actions. In addition, failure to follow the outlined procedures and timelines as listed in the Withdrawal section above and to officially withdraw from classes, does not relieve students of the responsibility to pay for any tuition/fees owed for such classes. It is the responsibility of students to determine if there are financial aid and/or scholarship consequences to the grade of UW.

Medical

Refer to the Medical Withdrawal Policy (p. 15) above.