Academic Regulations

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 will not be 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 cases 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 a student is in doubt as to whether an action or behavior is subject to the academic misconduct policy, he/she 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, coursework and/or grade point average.

**Research Misconduct**

The University Research Misconduct Policy (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, he or she 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 will notify the student and select 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 will determine if the case warrants further action or is to be dismissed and inform 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 will review the Investigating Officer's summary and notify the student within two business days of the disposition. For cases moving forward, the Academic Integrity Council Director will determine 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**

If the student has 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 the student an expedited review specifying the maximum penalty that could be assigned. The student has two business days to respond to the Academic Integrity Council Director. If the student accepts responsibility and the penalty, the Academic Integrity Council Director will send a final letter to the student summarizing the finding and the penalty. At the same time, the Academic Integrity Council Director, will send a letter specifying the penalty to the student's college/school office, and the faculty member in whose class the misconduct occurred.

If the student does not accept the expedited review option, the case will move to a full hearing.

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

**Full Hearing**

A Hearing Board will be 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, will generally consist of two faculty, two students and the Dean's Office Designee from the student's college/school. A faculty member will normally be assigned the role of board facilitator.
• On being formed, the Hearing Board will review all documents and material related to the alleged misconduct.
• A hearing will normally occur 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 will determine 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.
• The student 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 will excuse all non-Board members from the meeting.
• Within three business days of the hearing, the Academic Integrity Council Director will send 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 will be 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 will be forwarded to the faculty member in whose class the misconduct occurred.
• Within six business days of the hearing, the Academic Integrity Council Director will inform the student summarizing the finding and the outcome (i.e., any penalty).

Student Appeals
A student has the right to appeal the hearing board’s determination if he/she believes 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 the student should submit a formal written appeal stating the grounds for appeal and relevant documentation to the Academic Integrity Council within five calendar days of the notification of the decision. Upon receipt of the appeal the Academic Integrity Council Director will convene 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 will review the appeal and, make a determination within five business days of receipt of the appeal. The Academic Integrity Council Director will provide a written statement to all parties concerned. The decision of the Academic Integrity Executive Committee is final. A copy of the decision will be 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, the student has 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 will conduct 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 will be 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 will be 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 will be maintained by the Office of the Registrar in perpetuity. The university will 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. It is the student's responsibility to know and follow these standards/codes of ethics, which are part of the student’s academic program. These special expectations and procedures, including the appeals process, will be provided to the student upon enrollment in the 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 also 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 at the undergraduate level. A minimum of 30 semester credit hours must be earned in the major.

Minor

A course of study in a discipline or interdisciplinary cluster at the undergraduate level 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. 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.

Annual Bulletin

The 2015-16 Marquette University Health Sciences Bulletin governs curricular requirements for all Health Sciences Professional students entering Marquette University during the 2015-16 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 will 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 will be archived at the end of the academic year and will continue 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 the student, the instructor and university administrators in cases when students are absent from one or more classes. The policy aims to clarify several aspects of attendance, including, but not limited to the following five. Read the entire policy for full details.
1. No distinction is made between excused and unexcused absences, except for the three exceptions listed below.
2. Instructors determine if work (including tests and examinations) may be made up as a result of one or more absences.
3. University offices do not provide documentation of absences.
4. Students may be withdrawn from a course as a result of excessive absences.
5. Lack of participation in an online course may lead to the recording of an absence for the student.

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, with the following exceptions (see below for further guidance):

1. Absences resulting from legal obligations (such as jury duty).
2. Absences due to religious observances.
3. Absences resulting from university sanctioned activities and related travel.

Instructors 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, will be provided. If so, instructors should specify the conditions students must meet to be given the opportunity to make up missed work. The opportunity to make up work is considered a privilege, not a right.

Since it is up to each student 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. If an instructor does not provide information about make up work in writing, students can expect to be given a reasonable amount of time to complete work which is missed as a result of being absent.

The Marquette University Student Health Service does not provide documentation of illness, or of a visit to the Student Health Service. Likewise, college and other university offices (e.g., Office of the Dean, Counseling Center and Student Affairs) do not provide documentation of an absence on behalf of the student. When an extended absence of a week or more is expected or occurs, the student, or a family member if the student is unable, should communicate with the college office as soon as possible, after which the college office may notify faculty and others, as appropriate.

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. Students are responsible for monitoring their absences during the term.

Since attendance is regularly taken, and withdrawals that occur in courses where attendance is not regularly taken:

1. For courses in which attendance is regularly taken, an instructor or college office may withdraw a student 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.

   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, a student 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, will be 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, will be considered to have excessive absences and may be assigned a WA.

   Students assume all consequences that ensue as a result of receiving a WA 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.

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 that the student has excessive absences.

   In such cases, a student’s 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: an exam or quiz, a submitted assignment, participation in a lab activity, or in computer-assisted instruction.

**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; being an active contributor and responder 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 as an absence. If technical circumstances prevent a student from entering the course site for a period of time, it is the student’s responsibility to contact the instructor in a timely manner if the student wishes to receive credit for any missed online activities.
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.

**Absences Related to Legal Obligations, Religious Observances or University Activities**

Students who fulfill a legal obligation such as jury duty, practice a religious observance or participate in an officially sanctioned university activity, should be given the opportunity to make up class examinations or other graded assignments that are missed as a result of this participation or related travel.

It is recognized that sometimes an exam or graded assignment is impossible to make up. Some 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 sanctioned activities and related travel, must inform the student of these consequences (reduced grade or otherwise) in writing, at the beginning of the class (preferably in the course syllabus).

Other than the above situations, examinations or other assignments missed as a result of legal obligations, religious observance or university sanctioned activities and related travel, may be made up. The manner in which the work will be made up is left to the discretion of each individual faculty member.

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:**

- Make every effort to schedule classes that will minimize conflicts caused by these activities and related travel.
- Provide written notification, including a schedule of all activities and related travel to all their instructors within the first week of each semester, or as soon as possible for non-scheduled events.
- 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.
- Make arrangements with the instructor to make up any missed work, prior to any of these absences.

**Faculty:**

- Consult the Office of Campus Ministry’s list of major religious holidays located at the Marquette Central academic forms website. 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.
- Develop with the student, an agreed upon and mutually acceptable resolution as to how missed classroom activities and missed work will be handled as a result of these activities, if make-up work is allowed in the faculty policy.

The above section represents university standards for absences due to legal obligations, religious observances and university sanctioned activities and related travel; each undergraduate college may have additional requirements for students enrolling in its courses.

**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 student’s college office with the Audit Request form located at the Marquette Central academic forms website. 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.

**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 will be 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 individual students must be documented in the academic record of the student, 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 will be 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 will be produced or posted to the student’s 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 will be the earliest available diploma/certificate date after the student appears on a Trustee’s List.

6. No student will be 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 his/her program of study. Once a student fails to register for one term (except summer), or graduates from a program of study, he/she has 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, will not be posted to the student’s 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, have met the appropriate graduation application deadline and will 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, have met the appropriate graduation application deadline and will complete all degree requirements, including the official recording of any transfer work/credit by the end of the spring term, will participate in Commencement held in the same calendar year.
   c. Doctoral students: candidates must have met the appropriate graduation application deadline, have any transfer work/credit officially recorded, successfully defended their dissertation, received approval by their Dissertation Committee for any required revisions, submitted their dissertation to the Graduate School and received 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, have met the appropriate graduation application deadline and will complete all degree requirements, including the official recording of any transfer work by the end of the spring term, will participate in Commencement and be 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, have met the appropriate graduation application deadline and will 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, have met the appropriate graduation application deadline and will 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, have met the appropriate graduation application deadline and will 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. Students’ names/degrees will appear in the Commencement Program in which they participate; however, those students who are in degree programs that award graduation honors and choose to participate in commencement before completion of all degree requirements, will not have honors noted in the program.

5. Degree conferral is certified by the official Marquette transcript noting the degree completion. Receipt of a diploma or participation in the commencement ceremony does 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/previousbulletins/2015-16/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 will 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 will post 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 will order 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 will 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 will post 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 will order 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 will verify degrees/certificates and submit graduation lists to the Provost's Office. Refer to the Academic Calendar (http://bulletin.marquette.edu/previousbulletins/2015-16/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 will post the degrees/certificates of all students who appear on the graduation list.

5. Refer to the Academic Calendar (http://bulletin.marquette.edu/previousbulletins/2015-16/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/previousbulletins/2015-16/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 will be assigned to equal 2 hours of coursework 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 a student has not registered.

Credit for courses pursued at another educational institution while simultaneously enrolled at Marquette (concurrent registration) will not be 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 semester. A full-time enrollment status means a student is enrolled in a minimum of 12 credits; a half-time academic load means a student is enrolled in 6-11 credits; enrollment in fewer than 6 credits is considered less than half-time status for the student.

Faculty Grading

All official grades are entered by the primary instructor of the course into CheckMarq, (not D2L), 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. Once a final permanent grade is assigned, 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 the student believes to be in significant violation of clearly established written policies, a result of improper procedures or discriminatory. Before initiating a formal grade appeal, the student must consult with the instructor assigning the grade and present evidence why the student believes the grade to be in error. If this does not lead to resolution, the student 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/previousbulletins/2015-16/healthscienceprofessional/academiccalendar). However, it may be in the student’s best interest to appeal sooner than this deadline if his/her academic progress is dependent on the outcome of the appeal. In addition, the student 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. The student may present...
evidence of his/her performance and may also request that all other pertinent materials be supplied by the instructor. The chair, or associate dean, will collect and analyze the evidence in a timely manner. Evidence will be 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, will evaluate the appeal or choose to designate an ad hoc committee for this purpose. The chair, associate dean, or ad hoc committee will consider the appeal and evidence and make 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 will stand, or a grade change is warranted. The decision will be 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.

The student has 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 will review 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 will render the final decision on the grade appeal. The decision will be 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 a student’s academic grade point average, academic censure and his/her 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 student’s grade point average is found 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 will not be rounded up or down for any reason.

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

Letter grades with or without grade points are used, by Marquette faculty to evaluate a student’s performance in a course. All grades described below, with the exception of I, IC and IE grades are permanent grades. **No additional work may be submitted by the student once permanent grades are assigned during final grading for the session in which the class is offered. Likewise, no additional work may be submitted once the deadline to submit work for the removal of the temporary grades of I, IC or IE has passed.**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Achievement</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.0</td>
</tr>
<tr>
<td>AB</td>
<td></td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>BC</td>
<td>Satisfactory</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.0</td>
</tr>
<tr>
<td>CD</td>
<td></td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
</tbody>
</table>

Former students who are applying for readmission should consult their respective deans for information concerning the application of any new grading policy to their earlier academic records.

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 will be 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>SNC</td>
<td>Satisfactory completion; a permanent grade indicating equivalent work of C or better in a course bearing no credit.</td>
</tr>
</tbody>
</table>
**Academic Regulations**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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 that 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**

This grade is initiated by the university and indicates that the student was withdrawn from the courses 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.

Any student who is administratively withdrawn from the university will receive this grade in all classes for the term/session. Likewise any student who is administratively withdrawn from a single class, will receive 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. This grade will take precedence over any other grade assigned to the student. Students assume responsibility for all consequences that ensue as a result of receiving these grades. The consequences may include, but are not limited to: a delay in graduation, external institutions 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.

**CD 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.

**CR/NC Option**

This grade is initiated by the student. 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/previousbulletins/2015-16/healthscienceprofessional/academicalendar), 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, the student does not have the option of changing from CR/NC to regular grading or from regular grading to the CR/NC option.

**I Grade**

This grade is initiated by the student and must be approved by the instructor and may not be approved any earlier than two weeks prior to the end of the term in which the class is offered. These grades must be assigned by the instructor prior to the final grading deadline for the term/session in which the class is offered. The student must have a circumstance beyond his/her control in order to be assigned this grade. In addition, the student's performance in the course must merit this exception, otherwise, the instructor will assign 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 cleared through the college office of the college offering the course. If not cleared or changed to the grade of IE by the date specified in the Academic Calendar (http://bulletin.marquette.edu/previousbulletins/2015-16/healthscienceprofessional/academicalendar) the grade will automatically become a grade of F. Because these grades denote that the student 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 the student. This grade will be changed to a permanent letter grade by the faculty at the time the course is completed and no initiation is needed by the student. The permanent grade must be assigned within one year of the assigned IC grade.
IE Grade
This grade is initiated by the student 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 the student the grade will automatically become a grade of F. 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 a student registered for a course, never attended and failed 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 will be based on the date the university is first informed of the non-attendance.

W Grade
This withdrawal grade is initiated by the student. Students assume responsibility for all consequences that ensue as a result of receiving any withdrawal grade. These consequences include, but are not limited to: a delay in graduation, 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.

WA Grade
This withdrawal grade is initiated by the faculty or college office and is assigned due to excessive absences in the course or when the student is found to be in violation of the Attendance Policy section of this bulletin; once assigned, the WA grade cannot be overwritten by the W grade.

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.

Graduation
Graduation Requirements
A student is required to graduate at the end of the term in which he/she completes all degree requirements. 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 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 will occur in the case of any student 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 a readmitted student will fall under a different set of degree requirements than the academic year in which he/she is readmitted. Students are responsible for keeping themselves informed of the requirements which apply in their particular cases. Every student has available faculty advisers who will assist in planning and implementing the student’s plan of studies; however, it is ultimately each student’s responsibility to know and fulfill the requirements for graduation specified for the selected plan. A candidate for a professional degree must meet the following graduation requirements:

1. Health Sciences Professional Requirements:
   • The 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.

2. The 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. The student 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 a student without a graduation application on file.

4. Commencement is held in May, after the spring term. Participation in commencement does not mean the student has graduated. See the Commencement Policy (http://bulletin.marquette.edu/previousbulletins/2015-16/healthscienceprofessional/academicregulations/#commencement) in this bulletin for further details.

5. 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 (approved by the college)
   • number 2 (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 student’s transcript.

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 a student’s health condition significantly impairs his/her ability to function successfully or safely as a student. 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

A student who wishes to withdraw for health related reasons may 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 the student is unable to participate in the medical withdrawal process and an official medical withdrawal is needed, the student’s college office, parent, spouse, partner, or other designee may do so on behalf of the student, once the incapacitation of the student is documented or power of attorney is provided. The university will not grant retroactive medical withdrawals of any kind for previous sessions/terms. In addition, all classes in session at the time of the request for medical withdrawal will remain on the student’s record. A student who takes a standard withdrawal during the term may not convert that standard withdrawal to a medical withdrawal at any time.

- A student whose request is approved to withdraw for medical reasons will receive final grades of W in all classes except when grades have already been posted, 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.
- A student whose request for medical withdrawal is denied will receive a standard term withdrawal with final grades of W in all classes except when grades have already been posted, or when grades of ADW (administrative withdrawal) are warranted, as long as the request is received prior to the published deadline in the Academic Calendar.

All requests for medical withdrawal must be received by the latest deadline to withdraw in the session/term in which the student is enrolled. Thereafter, students will be assigned grades earned to date unless other arrangements are made with faculty for incomplete grades.

Federal 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 a student from a class or classes when it is evident the student did not start the class (grade of UW); stopped attending the class (grade of WA); or, due to incapacity must be withdrawn from the class (grade of W). This policy is in effect for all students.

The completed Medical Withdrawal Request forms are to be submitted per the instructions on the form by the student, the student’s designee, or the student’s college office, and must include all relevant documentation as described on the form. The form and all documentation will be confidentially forwarded to the Medical Withdrawal Committee for review. All documents must be received within 20 days of the initial request, or the request will be denied and converted to a standard withdrawal, as long as the request is received prior to the published deadline in the Academic Calendar.

An approved medical withdrawal will exempt a student from academic censure, though a student may still be subject to review by the Office of Student Financial Aid as required by federal regulations. A medical withdrawal will result in a registration hold placed on the student’s record until such time he/she is cleared to return. (See the Return to the University after Medical Withdrawal section below)

Because a medical withdrawal can affect so many aspects of academic progress at Marquette University, the student is encouraged to first consider other options that might enable the student to remain enrolled. Each student is encouraged to consult his/her college office, the Office of Student Financial Aid, the Office of International Education and other offices as appropriate. In addition, it is also recommended each student consult his/her health insurance company and other service providers as appropriate.

Medical Withdrawal Committee

The Medical Withdrawal Committee is comprised of five to six members. Permanent members include representatives from the Counseling Center, Marquette University Medical Clinic, undergraduate college representatives, a Health Sciences Professional representative as needed, and ex officio members from the Offices of the Registrar and Student Financial Aid. The Medical Withdrawal Committee reserves the right to consult with individuals from the student’s college office, as well as additional personnel, the Counseling Center, Marquette University Medical Clinic and/or Student Affairs on a
case by case basis. The Medical Withdrawal Committee will carefully review each request for medical withdrawal and determine the action to be taken, including any refund, if appropriate. Note: No refunds will be issued after the tenth week of the term.

**The Right to Appeal**

A student has 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 decision letter. The student must state at least one of the following specific bases for the appeal followed by an explanation:

1. The Medical Withdrawal policy was not fairly followed.
2. 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 request was submitted after the published deadline. Once an appeal is received, the Office of Student Affairs will notify the student that the appeal was received. The administrator hearing the appeal will, at his/her discretion, consult with the student’s college office, members of the Medical Withdrawal Committee, other university offices, and/or the student submitting the appeal, as appropriate. The administrator hearing the appeal will typically reply to the student within five business days of receiving the appeal. Possible appeal outcomes include: upholding the committee’s decision; overturning the committee’s decision; modifying the committee’s decision; and returning the case to the committee with new information for reconsideration. The determination of the Office of Student Affairs is final.

**Return to the University after Medical Withdrawal**

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

The Medical Withdrawal Committee must approve a student’s return to the university and the student’s 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 the student wishes 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 the student desires 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>Grade(s) Issues</th>
<th>Standard University Withdrawal*</th>
<th>Medical Withdrawal*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal (W) grades for each course in the semester with the exception of any courses in which final grades have already been posted, or the grade of ADW (administrative withdrawal) is warranted.</td>
<td>Withdrawal (W) grades for each course in the semester with the exception of any courses in which final grades have already been posted, or the grade of ADW (administrative withdrawal) is warranted.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Official Transcript</th>
<th>No notation on the transcript</th>
<th>No notation on the transcript</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Tuition Refund</th>
<th>Follows normal withdrawal schedule, as posted on the Marquette Central website.</th>
<th>Slightly extended refund schedule.; No refund provided after the tenth week of the term.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Academic Censure</th>
<th>Student is subject to the university censure (RWAR) and college academic censure (probation and CAA).</th>
<th>Student is not subject to university academic censure (RWAR) or college academic alert censure (CAA).</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Financial Aid</th>
<th>Student is subject to financial aid satisfactory academic progress (SAP) requirements.; Any additional financial aid implications (loan repayment, scholarship eligibility, etc.) are based on the student’s aid package and should be confirmed through Marquette Central.</th>
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</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Withdrawal Paperwork</th>
<th>Withdrawal from All Courses and/or the University form.</th>
<th>Medical Withdrawal form, which includes: student's personal statement outlining the rationale for the request; and 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.</th>
</tr>
</thead>
</table>
Eligibility for return to MU

Student is eligible to enroll in the term immediately following, unless he/she is subject to academic or other censure.; No paperwork is required.; If student stops out more than 2 terms, excluding summer, see the Readmission section of this bulletin.

Student is not eligible to return to the university in the term immediately following the medical withdrawal (including summer).; Submission of required paperwork at least 30 days prior to return. Paperwork includes the Medical Withdrawal Return to Marquette University form, Healthcare Provider Report forms, and Request for Readmission.

* After the close of registration.

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

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 will only be considered for those students who left the college in good standing and had prior approval of the department chair; however, readmission will not be considered for any former student 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 his or her record. In all cases the student must be fully readmitted to the university prior to the term/session in which he/she wishes to register (see the Academic Calendar (http://bulletin.marquette.edu/previousbulletins/2015-16/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 will not be 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/previousbulletins/2015-16/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 any student who fails to officially register in any course within these time limitations. All classes for which the student is registered are subject to tuition and in some cases, additional fees. The student is 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 a student is officially registered as of the close of registration are subject to fee assessment and payment, and as such will appear as part of the student’s permanent record even if the student does not attend any sessions of the class. To avoid unnecessary fee charges and unnecessary courses with punitive grades on the student’s permanent record, it is the student’s responsibility to review his/her official registration prior to the end of registration and make any corrections needed.

Reinstatement to the University

A student who is 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 and the reinstatement on probation.

A student who is academically dismissed 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, unless he/she is subject to academic or other censure.; No paperwork is required.; If student stops out more than 2 terms, excluding summer, see the Readmission section of this bulletin.

Courses in which a passing grade is earned may be repeated only once.

Courses in which a grade of AU, AUA, ADW, NC, W, WA, UW, U, UNC, UY or F 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 D, CR, 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 student’s 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 a student receives an AU, AUA, ADW, W, WA or UW in the repeated course, the earlier grade will remain in the cumulative GPA. If a student repeats a course that was transferred to Marquette, only the Marquette course/grade will be reflected in the total credits earned and the cumulative GPA.

At the time of registration, the repeat process in CheckMarq will allow 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, he/she 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 will be 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. Course approval forms may be obtained from the student's college office.

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

Upon completion of the approved course work, it is the student’s responsibility to have an official transcript sent directly from the institution to the Office of the Registrar. Transcripts routed by the student will not be accepted. Transfer credits will not be reviewed or posted to the student's 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 the student, 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 will not be accepted or processed. Once an official transcript is received by the OTR, the transcript will be submitted for review to the college office of the primary degree-major of the student for determination of those courses and/or credits that are transferable to Marquette.

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

1. Required to Withdraw for Academic Misconduct: Student was dismissed due to academic dishonesty. "Required to Withdraw for Academic Misconduct" appears on both unofficial and official transcripts. If the student is allowed to return after this dismissal, "Reinstated to University" will permanently appear on both the official and unofficial transcript.

2. Required to Withdraw for Academic Reasons: Student was dismissed due to academic performance. "Required to Withdraw for Academic Reasons" appears on both unofficial and official transcripts. If the student is allowed to return after this dismissal, "Reinstated on College Probation" will permanently appear on both the unofficial transcript.

3. Required to Withdraw for Non-Academic Reasons-Expulsion: Student was 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 the student from the university.

4. Required to Withdraw for Non-Academic Reasons-Suspension: Student was dismissed due to student conduct violation. "Required to Withdraw for Non-Academic Reasons: Suspension" appears on both unofficial and official transcripts. If the student is allowed to return after this dismissal, "Reinstated to University" will permanently appear on transcript.

5. Required to Withdraw for Professional Integrity Reasons: Student was 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 the student is allowed to return after this dismissal, "Reinstated to University" will permanently appear on transcript.
6. **Required to Withdraw for Professional Performance Reasons:** Student was 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 the student is allowed to return after this dismissal, "Reinstated to University" will permanently appear on transcript.

7. **Required to Withdraw for Unsatisfactory Degree Progress:** Student was dismissed due to lack of degree progress. "Required to Withdraw for Unsatisfactory Degree Progress" appears both unofficial and official transcripts. If the student is allowed to return after this dismissal, "Reinstated to University" will permanently appear on transcript.

**Transfer Credit**

Transfer credits for students in Health Sciences Professional programs will be considered only for fulfillment of basic science requirements. Transfer credits will not be accepted for any required PHTH or PHAS courses. Students who feel they have completed equivalent course work 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 will be 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 student record.

**Withdrawals**

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

A student who drops any class before the end of the last day to register for the session in which the class is scheduled, will have 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 will remain permanently on the record and may not be removed. Once a permanent grade is assigned, it will not be 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 will be processes), 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 a student from any class when it is evident the student did not start the class (grade of UW); stopped attending the class (grade of WA); 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) , will not relieve the student of responsibility to pay for any tuition/fees owed for such classes. In addition, the student's financial aid may be adjusted as required by federal and state refund calculations and institutional policy based on the official withdrawal date. The student's withdrawal will be reported to the National Student Loan Data System should any loan deferrals need to be canceled at the time of withdrawal. Finally, the date on which all withdrawal forms are submitted to the University will be 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, a student will no longer be given permission to withdraw from classes.

**From Classes**

A student who wishes 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/register/policy_forms.shtml) . The student is 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, will not relieve the student of responsibility to pay for any tuition/fees owed for such classes. It is the student's responsibility to determine, prior to the withdrawal from any class, if there will be financial aid and/or scholarship consequences to this withdrawal.

If a student, at any time, fails to manifest those qualities judged to be appropriate and necessary to the professional field for which he or she is preparing, withdrawal from the program may be initiated by the college and grades of ADW will be assigned if the administrative withdrawal action is taken during the term.

**From the University**

A student who is enrolled for one or more classes and decides to withdraw from all of them in a given term (even if enrolled in just one class), or decides to discontinue his/her 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. 14) 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 will not be 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 will not relieve the student of responsibility to pay for any tuition/fees owed for such classes. It is the student’s responsibility to determine, prior to the withdrawal from a term, if there will be financial aid and/or scholarship consequences to this withdrawal.

**Unexcused**

Students who register, never attend and fail to officially withdraw from a class, will be 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 will be 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, will not relieve the student of responsibility to pay for any tuition/fees owed for such classes. It is the student’s responsibility to determine if there will be financial aid and/or scholarship consequences to the grade of UW.

**Medical**

Refer to the Medical Withdrawal Policy (p. 14) in this bulletin.