Academic Regulations

Academic Integrity

The College of Health Sciences follows the university guidelines for cases of academic dishonesty that are defined in the University Academic Integrity Policy (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/academicregulations/#academicintegrity) in this bulletin.

Academic Load

The academic load of a student is measured by credit hours assigned to each course. The normal College of Health Sciences program varies from 15 to 18 credit hours per term. Request for permission to exceed 19 credit hours must have prior approval from the dean’s office.

Academic Dismissal/Probation/Academic Alert

The College of Health Sciences (CHS) is dedicated to ensuring students complete their undergraduate degree programs in a timely manner. To ensure timely degree completion, all CHS students are required to declare a major upon admission to the college and maintain good academic standing. Failure to maintain good academic standing may result in Academic Dismissal/College Academic Probation and/or College Academic Alert (CAA), as described below.

Academic Dismissal

The College of Health Sciences adheres to the University Academic Censure Policy (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/academicregulations/#academiccensureprobationdismissalacademicalert).

College Academic Probation

Undergraduate students in the College of Health Sciences may be placed on academic probation for the following:

1. A single term grade point average below 2.000.
2. Two or more grades of F, AU, W, WA and/or UW for a single term or four or more total grades of F, AU, W, WA and/or UW. A complete term withdrawal, in which a student withdraws from all classes in a given semester, counts as a single occurrence of W grades.
3. Failure to enroll in courses consistent with the declared primary major plan of study, including major cognates. Study abroad semesters are excluded from this requirement.
4. Failure to meet major-specific academic requirements (as listed in the majors sections of the bulletin) that results in dismissal from that major. A student dismissed from a CHS major will be placed on academic probation and allowed to continue for one semester in the College of Health Sciences with a major of undecided. The student will be assigned an adviser from the College office who will assist the student in identifying a new plan of study, either within the College of Health Sciences or via transfer to another college at MU.

College Academic Alert (CAA)

Students admitted to the College of Health Sciences are expected to meet college academic standards and maintain good academic standing. Academic performance is monitored carefully by the Committee on Scholastic Actions, and students either not maintaining steady progress or not demonstrating adequate achievement will be barred from future registration by a College Academic Alert (CAA) registration hold.

The bases for committee review are:

- grade point average (GPA) deficiency
- inadequate progress
- grades of CD, D, F, I, W, WA, UW or ADW
- the number of semesters on college probation
- the violation of special conditions

Special conditions may be prescribed in writing at the time of the student’s admission, readmission or transfer into the college. Conditions may also be prescribed in writing in the case of a student whose course performance or failure to follow academic advice warrants such action. All students to whom conditions have been specified will be subject to committee review and possible CAA restriction should they fail to fulfill the specified terms. It is possible that a student be barred from registration for academic reasons even though the student’s cumulative GPA exceeds 2.000. Students concerned about their academic progress should consult the college office.

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Students placed on College Academic Alert status will be notified by letter or email of the committee’s decision and of the appeal process. If a student’s appeal is denied, the student may request to enroll in another college via the process outlined in the University Academic Censure Policy (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/academicregulations/#academiccensureprobationdismissalacademicalert) of this bulletin, and if accepted, the CAA hold will be removed after admission into the new college.
Note: Students in the professional phase of the Doctoral of Physical Therapy or Master of Physician Assistant Studies programs must comply with the academic regulations listed in the Physical Therapy and Physician Assistant Student Handbook. The Physical Therapy and Physician Assistant Student Handbook is issued to students upon entering the professional phase of the curriculum.

Unless the CAA is removed via the individual colleges' appeal process, the student may not register for courses at Marquette and may be dropped from any classes for future terms in which he/she is registered.

Advisers
Upon enrollment in the College of Health Sciences each student is assigned an adviser. The adviser will assist the student with course selection, sequencing of courses, academic matters related to their curriculum and career advising. It is the student's responsibility to monitor his/her own progress toward degree requirements.

Attendance
Courses in the College of Health Sciences often include performance under the guidelines and supervision of faculty and staff in classroom, laboratory, clinic as well as on- and off-campus professional situations. Students are expected to attend all meetings of the courses in which they are registered. Any absence, regardless of the reason will prevent the student from getting the full benefit of the course. Each professor in the College of Health Sciences sets his/her course attendance policy within the guidelines of the University Attendance Policy (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/academicregulations/#attendance), and provides it at the start of the semester in the course syllabus. It is the responsibility of each student to follow the attendance policy for the courses in which they are enrolled. College of Health Sciences course professors may submit a grade of WA for students with excessive absences, as defined in the attendance policy for a course.

Background Checks, Drug Testing
Some degrees, majors and/or courses may require a student to submit to a criminal background check and/or drug testing. The results of those checks and/or tests may affect the student’s eligibility to continue in that degree, major and/or course.

CR/NC Option
For enrichment purposes, junior and senior students are given an option to elect one course per term (to a maximum of four courses) for which only a CR (credit) or NC (no-credit) is assigned.

Eligible courses include only true electives in the individual's program selected from offerings by other divisions of the university. Courses excluded are all those taken in fulfillment of the requirements of the core curriculum and all offerings in their specific major or minor.

Grade Appeal Procedure
If the student feels that the scoring and/or grading of an individual quiz, examination or assignment is in error, she/he should call it to the attention of the instructor of the course immediately upon receipt of the grade.

A student may appeal a final grade received in a course if the student believes the grade to be in error. The student is expected to exhaust all possibilities of resolving the problem with the instructor. If this does not lead to resolution, the student may initiate, in writing, a formal appeal of the grade to the chairperson of the department. The chairperson reserves the right to meet with the student and instructor separately and/or together. The chairperson will make a final decision regarding the grade appeal. The student can appeal the decision of the chairperson to the dean of the College of Health Sciences. No level of appeal is available beyond the dean. No formal request for a grade appeal will be given consideration if the request is submitted later than the final day officially scheduled for the removal of incomplete grades, approximately four weeks after the beginning of the academic term immediately following the term in which the grade was assigned.

Independent Study Courses
Independent study courses (4995/7995) may be taken in the College of Health Sciences. The purpose of these courses is to provide an independent, guided study experience for qualified students. A student must be in good academic standing in the College of Health Sciences. The purpose of an independent study course is to allow the student to pursue topics and issues in a course and/or a legitimate course of study for which no regularly scheduled course is offered. Permission and approval is contingent on the approval of the research proposal, the faculty's willingness to accept the proposal and to work with the student for the duration of the course. All independent study courses must have written approval from the instructor, department chairperson and assistant dean. The form required to request the Independent Study is located on the Marquette Central academic forms website. (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml)

Summer Sessions Study Approvals
Students who plan to take courses in summer school at another institution are required to obtain the approval from the dean's office for such courses before the summer session begins. Approval will be based on course descriptions in the current bulletin of the college or university at which the courses
will be attempted. The student is expected to present such information. If prior approval is not obtained, there is no guarantee that credits earned or course(s) will be accepted or transferred by Marquette University.

Transfer Credit Policy

The College of Health Sciences will grant credit for courses taken for a grade and completed with a C or better. Only credit will transfer, not grades. Courses completed on a quarter-hour system will be converted to semester credits. (See the University Transfer Policy (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/admissionprocedures/#admissionasatransferstudentadvancedstanding) in this bulletin). A Marquette equivalent will be specified for each transferable course. Courses awarded as 9290-9294 (lower-division) or 9390-9399 (upper-division) indicate courses that will transfer for which there is no discernible Marquette equivalent. These credits will count toward the degree hours completed, however, they will not fulfill any requirement where a specific course number (i.e., ENGL 1001 Rhetoric and Composition 1 or BISC 1015 Principles of Human Anatomy and Physiology) has been indicated. Contact the college office with any questions or concerns regarding the transfer of credits.