Academic Regulations

Students in the College of Professional Studies are expected to adhere to the academic requirements and regulations listed in the university section of this bulletin and should refer to the College of Professional Studies student handbook available in the college office or online at the college’s Advising D2L site.

Academic Dismissal/Probation/Academic Alert (CAA)

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

Academic Probation
Academic progress of students will be reviewed after each eight-week session. Detailed information regarding lack of academic progress is provided in the College of Professional Studies student handbook.

College Academic Alert (CAA)
Students admitted to the College of Professional Studies 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 toward degree completion
- grades of CD, D, F, I, W, WA, UW or ADW
- number of semesters on college probation
- 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.

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 procedures outlined in the University Academic Censure Policy (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/academicregulations/#academiccensureprobationdismissalacademicalert) in this bulletin, and if accepted, the hold will be removed after admission into the new college.

Unless the CAA is removed via the individual college’s 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.

Academic Integrity
The College of Professional Studies complies with the University Academic Integrity Policy (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/academicregulations/#academicintegrity) found in the University section of this bulletin. Professionalism encompasses ethical responsibility and academic and individual integrity, and is expected of each student in the College of Professional Studies. Any student who plagiarizes, cheats or falsifies work or takes part in such activities may fail the assignment, the course or be dismissed from Marquette University.

Advisers
Each student admitted to the College of Professional Studies is assigned a professional adult student adviser with whom the student should make contact at least once every eight-week session. The adviser is a resource to assist the student in planning his/her specific program of study and to assist the student in clarifying and achieving specific educational goals. Note: It is the responsibility of the student to understand and complete requirements for graduation, specific to the program selected.
Assignments to Instructors - Mailing, Faxing and emailing

Students may use D2L, the U.S. Postal Service, email or facsimile to submit assignments to their instructors, only if the instructors agree to this arrangement prior to the submission of work. The student should be aware that, if the assignment is not received, measures taken to rectify the situation are at the discretion of the instructor, which may result in a failing grade or a final grade determined based on the missing assignment.

It is the student’s responsibility to retain a copy of his/her assignment for his/her records. This will ensure that, if the copy is not received, an additional copy can be submitted in a timely manner, replacing the original.

Each student should call the receiver of the submitted assignment to verify it was received.

Attendance and Withdrawal Grades

Student attendance in each class session is deemed necessary for the successful completion of the course. The College of Professional Studies acknowledges that individual circumstances may prevent a student from attending a particular class period. Whenever possible, an absence should be prearranged with the professor. Students are responsible for all materials covered and announcements made during his/her absence. It should be noted that the college does not differentiate between excused and unexcused absences. Tardiness and leaving early from class affects student performance. Students’ grades and/or standing in classes may be adjusted accordingly.

WA grade: Multiple absences may compromise the integrity of the learning experience. Therefore, depending on the content missed, students with two absences from an 8-week face-to-face/blended format course and three absences from 12-week face-to-face/blended format course may, at the discretion of the instructor, be withdrawn from the course with a grade of WA. For entire online courses, participation means being an active contributor and responder in a timely basis to fellow students and the instructor as set forth by discussion guidelines in each course. When students fail to participate in two assigned discussions or activities within the time parameters established, the instructor may withdraw these students from the online course with a grade of WA. In all cases of excessive absences, the College of Professional Studies reserves the right to automatically withdraw all students who have three absences in an 8-week face-to-face/blended format course and four absences in a 12-week face-to-face/blended format course with a WA grade. A WA grade results in 0% tuition adjustment.

W grade: This grade is assigned when a withdrawal from a course or the entire semester is initiated by students, within the timelines, as outlined in the Academic Calendar. For W grades, the Bursar tuition adjustments apply. UW grade: This grade is initiated by the college when students register for a course, never attend, and fail to officially withdraw. When students do not attend the first three weeks of class and fail to officially withdraw, a UW grade is issued. Likewise, the Bursar tuition adjustments apply at the time of the withdrawal.

Note: All withdrawal grades appear as a permanent grade on the official transcript and may impact degree progress and financial aid. In addition, the university policy regarding the responsibility for any tuition owed for all classes, whether withdrawn or not, applies.

In order to administer this policy effectively, each instructor will take attendance at every face-to-face, blended or online learning class. The College of Professional Studies provides sign-in attendance sheets for each class, and it is the students’ responsibility to sign in or they will be counted as absent.

The College of Professional Studies advising staff will contact new students during their first term of enrollment if the sign-in attendance sheets reflect an absence. The attendance policy will be explained, as well as ramifications of additional absences. After students’ first term of enrollment, students will be responsible for full familiarity with the college’s attendance policy and ALL ramifications of absences.

All students enrolled in courses offered by the College of Professional Studies are expected to adhere to the college’s attendance policy. While attendance is mandatory in Professional Studies courses, all other aspects of the University Attendance Policy apply. For specific details of the application of the College of Professional Studies Attendance Policy, contact the college office.

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.

CD and D Grades and the Need to Repeat Courses

Courses completed with a grade of CD or D generally do not count toward the total hour requirement for a major or minor but do fulfill the subject matter requirement and do count toward the total hours required for graduation.

Students who earned a grade of CD or D in a course specific to their major or minor may need to repeat the course. If a student repeats the course a second time with a passing grade but does not meet the standards set forth by the college, the student must consult his/her adviser for alternatives to making up this needed degree requirement.
When students repeat a course, the last grade and credits are applied, regardless of the grade earned. Consult the University Repeated Courses Policy (http://bulletin.marquette.edu/previousbulletins/2015-16/undergrad/academicregulations/#repeatedcourses) of this bulletin for additional information about repeats.

**Grade Appeals Procedure**

Students in the College of Professional Studies and those students not in the college who take College of Professional Studies classes are held to this Grade Appeal policy, rather than the University Grade Appeals Policy. Students in the college may appeal a grade that they feel was assigned in error. The initiation of a grade appeal must be made prior to the sixth week of the College of Professional Studies session that immediately follows the session in which the grade was earned, including summer. Further, students may initiate the process only after all possibilities of resolution have been explored with the course instructor. If a satisfactory resolution is not agreed upon, or if students believe that the course grade is in error, a formal appeal must be submitted in writing, to the associate dean of the college. The appeal letter must include, but is not limited to, the following:

1. Course name and number.
2. Term/session the course was taken and completed.
3. Grade Received.
4. Rationale for grade dispute.
5. Steps taken to resolve the grade dispute.

Consideration will be given to each appeal received by the associate dean prior to the deadline for submitting the appeal. After the decision of the associate dean a final appeal may be made to the dean of the college, who will consider the grade appeal based on university and college procedures and has the right to assign the final grade for the course. The decision of the dean is final.

**Incomplete Grades**

Students in the College of Professional Studies and those students not in the college who take College of Professional Studies classes who do not complete course assignments, tests, quizzes, presentations, etc., due to a circumstance beyond their control, may make arrangements for an incomplete grade. This arrangement must be made prior to the last day of the session in which the course is offered. If the missing course work is not completed and submitted prior to the sixth week of the College of Professional Studies session that immediately follows the session in which the grade was earned, including summer, the incomplete grade will automatically be changed to a failing grade. Should students need an extension to remove an incomplete grade because of inability to complete the missing assignments due to circumstances beyond their control, students must make an arrangement with the instructor of the course well in advance of this deadline and the instructor must communicate this extension to the associate dean, prior to that same deadline. The granting of the extension is not guaranteed and is at the discretion of the instructor. Additional information regarding incomplete grades is available in the College of Professional Studies student handbook, or in the college office.

**Independent Study Courses**

Independent study courses are primarily intended to provide enrichment for students to pursue topics and issues for which no regularly scheduled course is offered. These independent study courses, however, may be utilized on a limited and approved basis to complete deficiencies when no other course of action is available. Independent study courses are only available in the topic areas of Leadership and Organizations (LEOR) and/or Professional Studies (PRST). Independent study course disciplines not exclusive to the College of Professional Studies cannot be accommodated.

Undergraduate students in the College of Professional Studies are permitted a maximum of three independent study courses (9 credit hours) to be utilized in their degree requirements. No more than two LEOR or PRST 4995 courses (6 credit hours) can be used toward major program requirements. Only one LEOR or PRST 4995 course (3 credit hours) can be used toward minor program requirements.

LEOR or PRST 4995 Independent Study courses may vary from 1-3 credits.

All independent study course requests are reviewed on an individual basis.

Procedural steps to request an independent study course for LEOR or PRST 4995 can be found in the College of Professional Studies student handbook or contact an adult adviser. The Independent Study form is located on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml).

**Make-up Examinations**

At various times during the academic year, circumstances may prevent a student from taking an examination at the regularly scheduled examination time. At the discretion of the instructor, the student may take the examination at an alternative pre-arranged time. This rescheduled test/quiz/exam must be arranged prior to the regularly scheduled test/quiz/exam. In most instances, it is expected that the examination is completed prior to the next class meeting. This makeup examination can be done during the review session time or at a time both the instructional assistant and the student can meet.
If an instructional assistant is not available for this class then arrangements must be made with the college office. Refer to the College of Professional Studies student handbook for further information.

**Pre-Assignments**

Prior to each eight-week session, students can find textbook lists and homework due at the first class meeting at the individual course D2L online sites. Students are expected to complete the assignments for the first class and come prepared to participate.

**Financial Aid Information and Application Procedure**

Marquette University’s Office of Student Financial Aid and the College of Professional Studies staff encourage you to apply for financial aid.

By applying for aid, your eligibility for both federal and state grants and federal student loans is determined.

Applying for financial aid is an easy, three step process:

Students wishing to apply for financial aid should make note of the following steps involved:

1. Register for a PIN. Your Personal Identification Number or PIN will serve as your electronic signature on your FAFSA application. Apply for your PIN online at pin.ed.gov (http://www.pin.ed.gov/PINWebApp/pin).

2. Complete your FAFSA. The Free Application for Federal Student Aid or FAFSA is available online at fafsa.ed.gov (http://www.fafsa.ed.gov).

3. Receive your aid notification. When you have submitted your FAFSA and been accepted into the university as a degree-seeking student, you will be notified via CheckMarq of the aid for which you qualify. Of the sources listed, you will have the opportunity to decline any type of aid you do not wish to receive.

If you have questions or do not have access to the online applications, contact Marquette Central (http://www.marquette.edu/mucentral/financialaid) at (414) 288-4000.