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 Director 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 Review

Every academic unit evaluates the academic performance of its graduate students at the close of each term, adhering to the standards of the Graduate School of Management and any additional standards promulgated by the unit.

Graduate students must maintain a grade point average of at least 3.00 in all course work, including prerequisites, foundations, core, elective core, elective courses, whether they apply toward the degree or not. Specific attention is given to those admitted on Probationary Status. Those who do not meet the requirements outlined on their admission letter may be recommended for disenrollment. This is a university requirement and minimum standard
for graduate courses and graduate students. Students are responsible for awareness of these standards, which are listed in the program section of the Graduate School of Management bulletin.

Students that have below average or unsatisfactory work will be sent official notification to their Marquette email account from the Graduate School of Management. Marquette University email is considered an official form of communication. The results of this review are reported to the Office of the Registrar and noted on student records.

Satisfactory academic work is not, however, determined exclusively by course grades. All Graduate School of Management degree students, including those registered for Continuation courses must make substantial and visible progress toward their degrees. This includes successful completion of such program requirements as the master’s professional project and comprehensive examination.

All students enrolled in Graduate School of Management courses are subject to the standards stated within the Graduate School of Management including, but not limited to degree, non-degree, exchange students and others taking our courses. All students must maintain professional behavior at all times.

Examples of unsatisfactory work include, but are not limited to: 1) any difficulty maintaining the required 3.000 grade point average, such as a weak first or second term, multiple incompletes, accumulating three grades of C (nine hours) or a combination of four grades of B- and/or C (12 hours), or one grade of F, WF, U or UNC; 2) a term without substantial and visible progress toward completion of program requirements, such as professional project, comprehensive exam, course work; 3) violation of probation requirements; 4) unprofessional behavior in a class, or professional setting representing Marquette University.

If, in the judgment of the academic unit, a student does not meet the non-academic standards, either a warning letter is issued by the department to the student, or a recommendation is made to the dean of the Graduate School of Management that the student be dropped from the graduate program.

Academic Review communication is directed to your Marquette email.

Academic Censure

There are five categories of student performance problems that can lead to some form of censure. These problems may be identified at any point during the academic year, though a systematic review of all students’ course grades is also conducted at the end of each academic term. The review of other, non-course grade problems is typically conducted on an individual basis as issues arise. A finding of significant problems in any of these areas can result in a warning, probation, suspension, dismissal or expulsion, depending on the nature and severity of the problems identified. All of these statuses are maintained permanently on the student’s academic record; only dismissal and expulsion, however, appear permanently on Marquette University’s official transcript. If a student is reinstated following a dismissal, that notation also permanently appears on the student’s official transcript. The statuses that appear permanently on a student’s official transcript include those listed (in bold type) below.

- Required to Withdraw for Academic Reasons (RWAR)
- Required to Withdraw for Academic Misconduct
- Required to Withdraw for Non-Academic Reasons (e.g., violations of the Student Conduct Code)
- Required to Withdraw for Unsatisfactory Degree Progress
- Required to Withdraw for Professional Performance Reasons
- Required to Withdraw for Professional Integrity Reasons
- Reinstated on Probation (following a successful appeal of a dismissal)

Academic Standing

Graduate School of Management students must maintain a cumulative grade point average of 3.000 or above in all course work, including prerequisites, foundations, core, elective core and elective courses, whether they apply toward the degree or not. Specific attention is given to those admitted on Probationary Status. Those who do not meet the requirements outlined on their admission letter may be recommended for disenrollment. This is a university requirement and minimum standard for graduate courses and graduate students. Students are responsible for awareness of these standards, which are listed in the program sections of the Graduate School of Management Bulletin.

Good Standing

A graduate student is in good standing whenever the student’s cumulative grade point average is at least 3.000, and the student has not warranted a warning or probation status as noted below.
Warning
Warning Level 1: Students who earn a grade below a B in any given enrollment period, but who maintain a 3.000 cumulative grade point average and do not meet probation or dismissal status (see below) is sent a letter from the Graduate School of Management that their performance is below expectations.

Warning Level 2: Students who earn multiple grades of B- and/or C in a given term or over their graduate career but have not reached the limits of dismissal, receives a letter of warning or probation depending on the severity of the situation.

Academic Probation
Academic probation includes, but is not limited to: 7-11 credits of B- and/or C grades, 6-8 credits of C grades, 1-2 credits of F, WF and/or U/UNC grade, a second term and/or overall grade point of less than 3.000. Academic probation is determined on a term-by-term basis and will not be applied to any subsequent term, as long as the student satisfies the conditions for Good Standing for each term in which the student is enrolled.

Dismissal
Students that have unsatisfactory coursework are subject to academic dismissal (Required to Withdraw for Academic Reasons - RWAR) from their graduate program and the Graduate School of Management. In addition, these students are also ineligible for financial aid due to failure to maintain Satisfactory Academic Progress (SAP).

Unsatisfactory work includes:

- 3 attempted units of F, WF, U and/or UNC grades. (This includes 3 units of F/WF grades; 3 units of U grades; 3 units of UNC grades; and/or 3 units some combination of F; WF, U and/or UNC grades.)

  - Attempted 1-4 total units and have less than a 2.000 Cum GPA.

  - Attempted 5-9 total units and have less than a 2.500 Cum GPA.

  - Attempted greater than 9 total units and have less than a 3.000 Cum GPA.

Satisfactory Academic Progress: Refer to the Financial Aid Satisfactory Academic Progress policy (http://www.marquette.edu/mucentral/financialaid/resources_elig_standards.shtml) on the Office of Student Financial Aid website, which provides complete information on SAP.

Students may initiate an appeal to the academic dismissal (RWAR) in writing by following the deadlines outlined in the academic dismissal letter and utilizing the GSM Appeal Academic Dismissal/Satisfactory Academic Progress form located on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registration/policy_forms.shtml) and following all of the instructions therein. This appeal is submitted to the associate dean of the Graduate School of Management, who confers with the director of the student’s program. The associate dean has three business days in which to respond to the appeal. If the dismissal is upheld, the student has three business days to further appeal any dismissal in writing to dean of the College of Business Administration. The decision of the dean is final. Students who do not appeal the RWAR by the deadline will have all classes dropped from any subsequent terms in which they are enrolled.

College Academic Alert (CAA)
The Graduate School of Management reserves the right to dismiss students for issues other than RWAR. These dismissals result in the academic censure status of College Academic Alert (CAA). Students will be barred from future registrations and may be dropped from any classes in future terms. The school looks at the following to determine this alternative dismissal.

- Multiple incompletes.

  - A term without substantial and visible progress toward completion of program requirements, such as professional project or comprehensive exam.

  - Violation of probation requirements.

  - Unprofessional behavior in a class, or professional setting representing Marquette University.

  - Breach of academic integrity, including, but not limited to: cheating, dishonest conduct, plagiarism, collusion or research misconduct.

Students may initiate an appeal to this alternative dismissal in writing, by following the deadlines outlined in the dismissal letter. Students who do not appeal the alternative dismissal by the deadline, will have all classes dropped from any subsequent terms in which they are enrolled. Appeals are made in writing to the director of the program (for M.B.A. students, send to the GSM associate dean). The director has three business days to review the request and respond to the student in writing. If the dismissal is upheld by the director of the program, the student has three business days to further appeal any dismissal in writing to the associate dean. (for M.B.A. students, the second appeal is sent to the executive associate dean, who also responds in three business days). If needed, a third appeal may be sent in writing to the dean of the Graduate School of Management. The dean
responds in writing within three business days. The dean of the Graduate School of Management's decision is final. If the dismissal is upheld, all classes are dropped from any subsequent enrolled terms.

Dismissed students may apply for readmission through the normal admission process. A period of at least one term may be required by the academic department before readmission is considered. If so required, the department may specify conditions that must be met during this period. No student may be readmitted to a program that is no longer active at the time of readmission. The student must send a written request for readmission to the associate dean of the Graduate School of Management who, in turn, forwards the student's file to the academic program for overview and recommendation on readmission. The request for readmission must include a statement by the student addressing previous weaknesses, steps taken to correct the weaknesses and an explanation of why the student feels they have the ability to succeed in graduate studies. The student's transcripts indicate dismissal if such should occur. If the student is subsequently granted readmission, the grade point average continues from the previous calculation and the student must obtain a 3.00 grade point average within a designated time frame after a new sequence of academic probation.

Academic Programs Defined

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

Degree Program: An academic program of study leading to a bachelor's, master's, Ph.D. or professional degree. All degree programs require a minimum number of semester credit hours, as referenced in the official bulletins of the university that are produced each academic year.

- **Major:** A comprehensive course of study in a given discipline earned in conjunction with a bachelor's degree. A minimum of 30 semester credit hours must be earned in the major.
- **Minor:** A course of study in a discipline or interdisciplinary cluster, earned in conjunction with a bachelor's degree and at least one major, that is other than the student's major 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 in within an undergraduate major and earned in conjunction with a bachelor's degree. A minimum of 9 semester credit hours must be earned in the concentration.
- **Specialization:** An integrated, coherent set of courses that define a limited topic or field of study at the graduate level that is taken within the degree program. A minimum of 12 semester credit hours must be earned in the specialization.
- **Certificate:** A post-baccalaureate or post-master program of study offered at the graduate or professional level, in which a specific skill set is demonstrated at the end of the program, usually culminating in a capstone course. In order to earn a certificate, the program of study must be offered apart from a degree; however, the courses in a certificate program may be applied toward a graduate or professional degree program. A minimum of 15 semester credit hours must be earned in a certificate program.
- **Dual Degree:** A formal agreement where two degrees are conferred simultaneously from two institutions (or colleges/schools with one institution), some courses/credits taken at both institutions/colleges/schools apply to both degrees and two diplomas are produced, one for each degree.
- **Joint Degree:** A formal agreement where one degree is conferred from two institutions (or colleges/schools within one institution), some courses/credits taken at both institutions/colleges/schools apply to the degree and both institutions/colleges/schools are listed on a single diploma.

Advising

The Graduate School of Management sends the name and telephone number of an academic adviser to each student in the letter of admission. A student is required to meet or talk with the adviser before their first registration for classes. The Graduate School of Management strongly recommends that students meet regularly with their adviser; an adviser plays an important role in the graduate student’s course of study. Non-degree and temporary non-degree student must seek advising and permission numbers prior to registration. Students who register for course work without adviser approval assume full responsibility for their registration. Courses that do not satisfy the requirements of their plan of study do not be applied toward the degree.

No classes may be attended for which a student is not properly registered. Proper registration includes the payment of all tuition and fees.

 Appeals

In the Graduate School of Management, the final responsibility to resolve student appeals rests with the dean of the Graduate School of Management (or, when delegated, the executive associate dean). Possible matters of appeal include, but are not limited to, terminations from programs, disenrollments, graduation decisions, failure of economics master’s comprehensive examination or professional project and accusations of academic dishonesty. Before an appeal is made to the Graduate School of Management, every effort must have been made to resolve the matter informally, and appeal procedures at the program level must have been exhausted.

Appeals to the Graduate School of Management must be made in writing to the dean of the Graduate School of Management within 6 days of notification of the action being appealed. The appeal must be specific and substantiated. The dean of the Graduate School of Management reserves the right to appoint a committee to hear the appeal. During an appeal, the student may maintain graduate status. This status is maintained through either
course work or less than half-time continuous enrollment at the discretion of the Graduate School of Management or the student's graduate program. See the specific process on the Graduate School of Management website (http://business.marquette.edu/academics/current-students/#appeals).

**Attendance**

The Marquette University Graduate School of Management considers regular class attendance an important component of the learning process. Students are expected to attend scheduled class meetings; excessive absences may have adverse consequences, ranging from a lowered course grade to forced withdrawal from the course. Excessive absence is generally defined as missing more than 10-15 percent of the regularly scheduled class time. Consult the instructor's course syllabus for additional details regarding a particular 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.

**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:
   - Undergraduate/Master's/Health Sciences Professional students: Students who are in good academic standing, have met the appropriate graduation application deadline and complete all degree requirements, including the official recording of any transfer work/credit by the end of the spring term, may participate in Commencement held in the same calendar year.
   - Dental students: Students who are in good academic standing, have met the appropriate graduation application deadline and complete all degree requirements, including the official recording of any transfer work/credit by the end of the spring term, will participate in Commencement held in the same calendar year.
   - 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.
   - Law students: Students who are in good academic standing, have met the appropriate graduation application deadline and complete all degree requirements, including the official recording of any transfer work by the end of the spring term, 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:
   - Undergraduate/Master's/Health Sciences Professional students: Students who are in good academic standing, have met the appropriate graduation application deadline and complete all degree requirements, including the official recording of any transfer work/credit after the Commencement of a given year, may participate in Commencement held in the same calendar year, or may choose to participate in the Commencement held in the following calendar year.
   - Doctoral students: Candidates who complete their degree/dissertation (see 2. 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.
   - Law students:
     - Summer graduates: Students who are in good academic standing, have met the appropriate graduation application deadline and complete all degree requirements, including the official recording of any transfer work in the summer term after Commencement of a given calendar year, may participate in Commencement of the same calendar year, or may choose to participate in the Commencement held in the following calendar year.
     - Fall graduates: Students who are in good academic standing, have met the appropriate graduation application deadline and complete all degree requirements, including the official recording of any transfer work by the end of the fall term may be hooded and honored in the December Hooding Ceremony, hosted by the Law School in the same calendar year; or may choose to participate in Commencement and be hooded and honored at the May Hooding Ceremony, hosted by the Law School in the following calendar year.

4. Students' names/degrees appear in the Commencement Program in which they participate, regardless of the term in which they graduate.

5. Degree conferral are certified by the official Marquette transcript noting the degree completion. Receipt of a diploma, participation in the Commencement ceremony or having the name listed in the Commencement program 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 their CheckMarq account (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 Commencement, contact University Special Events at (414) 288-7431 or visit the University Commencement website (http://marquette.edu/commencement). For further information on the Graduate School of Management ceremony, contact the GSM office.

Communication
As a student, you automatically have a Marquette University email account on eMarq (https://emarq.marquette.edu/owa). eMarq is accessible on and off campus on any computer with Internet access.

Graduate School of Management communication is sent to your Marquette University email account, including, but not limited to registration information, deadlines and academic review notifications. Marquette University email is an official means of communication. Students are expected to utilize this tool for all Marquette University communication. For further information, see the email information (http://bulletin.marquette.edu/schoolofmanagement/studentresourcesandfacilities/#emailpolicy) in this bulletin.

Confidentiality of Proprietary Information
The university recognizes that the primary purpose of research and scholarship is to train future scholars and disseminate new knowledge for the benefit of humankind. However, commercially valuable inventions and discoveries also may result. Graduate students, during the course of their studies and work at the university, may receive access to confidential or proprietary information from the university, its faculty and employees, and/or private companies. A student, both while a student and thereafter, is expected to respect and maintain the confidentiality of such information. In certain unusual cases, a student may be asked to sign an additional confidentiality agreement. Unauthorized use or dissemination of another’s confidential or proprietary information is subject to appropriate legal recourse and/or academic discipline, including termination from the program.

Continuous Enrollment
Students enrolling in a continuation course must register to activate their desired status. All continuation classes, which are graded on the SNC/UNC basis, require the consent of the student’s department which must be secured prior to registering. The Graduate School of Management offers continuation courses to secure less-than-half-time status for all Graduate School of Management programs, course number 9970.

Graduate Assistants may utilize course number 9976 Graduate Assistant Research Continuation if approved by their adviser and associate dean. Graduate Economics students should seek advising regarding continuation course options specific to the M.S.A.E. program. Registration for Professional Project Continuation requires completion of a registration form, identification of the type and amount of work to be done, and the approval of the student’s adviser and Graduate School of Management.

To apply for a Graduate School of Management continuation option, follow these procedures:

1. The student and their adviser must complete the Graduate School of Management’s Continuation Course Enrollment Registration form and request the section that is most appropriate to the student’s needs. The form is available on the Graduate School of Management forms website (http://business.marquette.edu/academics/forms).

2. Submit completed and signed form to the Graduate School of Management for review.

3. If approved by the Graduate School of Management, the student is given a permission number to be used during the registration process.

4. Students are billed by the Office of the Bursar for the continuation enrollment fee.

Conduct
Professional Integrity
To function properly and maintain high standards, academic and professional disciplines expect members to adhere to standards of conduct and professionalism. Marquette expects its graduate students, from the beginning of their work at Marquette, to demonstrate the utmost personal integrity and the highest standards of professionalism, including adherence to any commonly recognized codes of conduct or professional standards in the graduate student’s discipline. In dealing with the public or campus community, in clinics, practica, internships, classrooms or elsewhere, graduate students must adhere to these standards. Violations of these standards may be grounds for dismissal or other penalties.

Professional Performance
All students in professional, laboratory, or clinical settings must maintain fully professional behavior at all times. If, in the judgment of the academic unit, a student is not living up to the non-academic standards, and that deficiency is a first offense or an offense deemed to be less serious in nature, a warning letter may be issued by the department to the student. If, however, the unsatisfactory behavior is a repeat offense or is more serious in nature, a recommendation will be made to the dean of the Graduate School or the Graduate School of Management, as applicable, that the student be dropped from the graduate program.
Student Conduct Code and Procedures

Graduate students are responsible for complying with the regulations and/or procedures of the Graduate School of Management, as well as those set forth in the online At Marquette student handbook. Violations of regulations found in the student handbook will be administered by the Office of Student Development. If there is a conflict between the two applicable regulations or procedures, the Graduate School of Management's governs. If there are multiple components to the case, they may be separated and reviewed independently by the appropriate authorities.

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 term:

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

Semester hour credit is given only in accordance with descriptions for individual courses, as published in the Graduate School of Management Bulletin. No credit is given for a course in which a student has never registered.

Course Load

The maximum academic course load for a graduate student is thirteen semester hours of course work for fall or spring term. Seven hours are the maximum permitted for each of the summer sessions but no more than 13 credits for the entire summer term. Assistants may register for a maximum of ten semester hours each fall or spring term and seven hours for each of the summer sessions. Overloads must have the approval of the Graduate School of Management. Overload requests must be in writing indicating all courses anticipated for the term and brief rationale for the overload along with your name and student MUID number.

Deadlines

All graduate students are responsible for ascertaining and meeting all deadlines listed in the Academic Calendar. This includes, but is not limited to: deadlines for registration, withdrawing from courses, financial aid applications, graduation applications, comprehensive exams and professional projects.

Diplomas

Diplomas for Spring graduates are distributed at the May Commencement ceremonies. Any special arrangements for the mailing or pick-up of May diplomas must be made using the Diploma/Certificate Request forms on the Marquette Central academic forms website. Likewise, all Summer and Fall diplomas are available for pick up or can be requested by mail in the same manner.

Enrollment Status

Every graduate student, except those with non-degree status, must be enrolled as a full-time, half-time or less than half-time student each fall and spring term to maintain his or her status. All degree graduate students must enroll in either adviser-approved course work or one of the continuation courses; or a combination of the above. Degree students who fail to enroll for every fall and spring term must contact the Graduate School of Management and may have to apply for readmission to their program. (See Readmission policy below).

A full-time graduate student is defined as one who: a) registers for seven or more credit hours of cumulative course work in one or more sessions of a fall term, spring term or summer term, or b) registers in the departmental full-time continuation course.

A half-time graduate student is defined as one who: a) registers for four or more but fewer than seven credit hours of cumulative course work in one or more sessions of a fall term, spring term or summer term, or b) registers in the departmental half-time continuation course.

A less than half-time graduate student is defined as one who: a) registers for fewer than four credit hours of cumulative course work in one or more sessions of a fall term, spring term or summer term, or b) registers in the departmental less-than-half-time continuation course.

* “Cumulative” means adding all credits taken in all sessions within any one term. International students should confer with the Office of International Education for additional constraints due to additional federal regulations.
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 policy regarding education records can be found in the FERPA policy on the Marquette Central academic policies website (http://www.marquette.edu/mucentral/registrar/policy_index.shtml).

Faculty Grading

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

Grade Appeals

Students should make every attempt to resolve grade appeals directly with the faculty member involved. If a student is unable to resolve a grade issue with the faculty, the process to follow is listed below. In all cases an official grade appeal must be initiated by the deadline to remove an incomplete grade for the term in which the course was taught.

For Graduate School of Management courses, the process is as follows:

1. Students unable to resolve the issue with the faculty member make a formal, written appeal to the chairperson of the department in which the course was taught.
2. If unable to resolve the issue with the chairperson, the student has the right to appeal in writing to the executive associate dean.
3. If still unresolved, the student may appeal in writing, to the dean of the Graduate School of Management in writing.
4. The dean’s decision is final and no further appeal is available.
5. See more information on the Graduate School of Management current students website (http://business.marquette.edu/academics/current-students).

For courses taught by other academic colleges/schools, the process is as follows:

1. These grade appeals are heard by the school or college that teaches the course and follow the procedures for that school or college.
2. The decision of the other academic college/school is final, and no further appeal is available.

Grading System

The following letter grades and their achievement equivalents are used by instructors in the Graduate School of Management to evaluate a student’s performance in a course. Grade points corresponding to each letter grade determine a student’s academic average and eligibility to graduate. Each grade, A through F, has a specific grade point value. The grade points earned in any course equal the grade point value of the grade multiplied by the number of semester hours credited. The grade point average (GPA) is found by dividing the total grade points earned by the total number of semester hours credited in those courses for which grade points have been assigned.

Determination of the cumulative GPA is based on all courses taken during the student’s graduate career, including prerequisite and repeated courses, if any. All graduate students must maintain a grade point average of at least 3.000 to graduate. The official Marquette GPA of all students is calculated by the student information system and this GPA is not be rounded up or down for any reason. (For the effect of F/WF and U grades, refer to Academic Review.) Graduate students may not be assigned a C-, D+ or a D grade in any course whatsoever, including undergraduate courses.

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 the I, IC and IE are permanent grades. No additional work for the purpose of a grade change may be submitted by the student once the session in which the class is offered has ended. Likewise, no additional work for the purpose of a grade change may be submitted once the deadline to change 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>4.00</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>Minimally acceptable on a limited basis for</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>graduate credit</td>
<td></td>
</tr>
<tr>
<td>Grade</td>
<td>Defined</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>Not approved for graduate students</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>Not approved for graduate students</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Not approved for graduate students</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failure 0.00</td>
<td></td>
</tr>
<tr>
<td>WF</td>
<td>Failure 0.00</td>
<td></td>
</tr>
</tbody>
</table>

<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 for administrative reasons, as determined by approved personnel of the university, including but not limited to the dean, or personnel of a committee involved in formal hearing and/or appeal process.</td>
</tr>
<tr>
<td>CR</td>
<td>Credit; a permanent grade indicating equivalent work of C or better.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete; a temporary grade, assigned on a pre-arranged basis, 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.</td>
</tr>
<tr>
<td>NG</td>
<td>No grade; a temporary grade indicating grades were not entered by the grading deadline for the session in which the class was offered; a grade change is required.</td>
</tr>
<tr>
<td>PI</td>
<td>Permanent Incomplete; a permanent grade indicating student did not remove the I grade by the published deadline, or the IC and IE grades by the deadlines indicated below.</td>
</tr>
<tr>
<td>SNC</td>
<td>Satisfactory completion; a permanent grade indicating equivalent work of C or better in a course bearing no credit.</td>
</tr>
<tr>
<td>UNC</td>
<td>Unsatisfactory completion; a permanent grade indicating equivalent work of less than C in a course bearing no credit.</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory completion; a permanent grade indicating equivalent work of C or better in a credit bearing, competency-based course.</td>
</tr>
<tr>
<td>SY</td>
<td>Satisfactory completion; a permanent grade indicating equivalent work of C or better in the first term of a series of year-long courses, where grades are assigned only in the final course in the series.</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory completion; a permanent grade indicating equivalent work of less 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, with approval of 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>
<tr>
<td>WF</td>
<td>Withdrawn-Failed; a permanent grade initiated by the faculty, college or student, indicating the student withdrew or stopped attending after the last day to withdraw for the session in which the class is scheduled; this grade is calculated into the GPA.</td>
</tr>
</tbody>
</table>

**ADW Grade**

Any student who is administratively withdrawn from the university receives this grade in all classes for the term/session. Likewise, any student who is administratively withdrawn from a single class receives this grade in the class. Administrative withdrawal is an action normally taken by the university for disciplinary, conduct, lack of professional competence or academic reasons other than low grades or lack of degree progress. This grade is assigned by the Graduate School of Management or the Office of the Registrar, depending on the reason and the office requesting the administrative withdrawal. This grade takes precedence over any other grade assigned to the student. Submission of a last date of attendance is required for this grade.

Students assume responsibility for all consequences that ensue as a result of receiving any withdrawal grade. These consequences may include, but are not limited to: a delay in graduation, external institutions/agencies 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.

**Audit**

Audits are not available for Graduate School of Management students and/or GSM courses.

**CR/NC Grading**

Under no circumstances may the undergraduate CR/NC option be exercised by a graduate student taking an undergraduate course for graduate credit.
S/U Grading

Graduate students required to take undergraduate courses as prerequisites or to remedy deficiencies may not take those courses for S/U grades, as this option is not available.

However, a few select graduate courses are offered for S/U grades only. Courses of this type usually are limited to practica, department colloquia or special seminar courses. Students should check the individual course descriptions in this bulletin and the grading basis when conducting a class search in CheckMarq to determine whether a course is offered on this basis. Submission of a last date of attendance is required for the U grade.

For the effect of U grades, refer to Academic Review (p. 4) in this section.

UW Grade

This grade is assigned when the withdrawal is initiated by the faculty or college office because a student registered for a course, never attended and failed to officially withdraw.

The fact that a student did not attend class, does not relieve that student of the obligation to pay any tuition and/or fees that are due.

Students assume responsibility for all consequences that ensue as a result of receiving any withdrawal grade. These consequences may include, but are not limited to: a delay in graduation, 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 the 100% refund. Refund calculation for this grade is based on the date the university is first informed of the non-attendance.

W Grade

This grade is assigned when the withdrawal is initiated by the student, as per the deadline in the Academic Calendar. This grade is not assigned after the session in which the class is scheduled has ended. Submission of a last date of attendance is required with this grade. This is a permanent grade and cannot be changed or overwritten, except as described in the ADW section above.

Students assume responsibility for all consequences 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 is initiated by the faculty or college office and is assigned due to excessive absences in the course, as outlined in the syllabus or the Attendance Policy, outlined above. This grade is not assigned after the session in which the class is scheduled has ended. This grade is always assigned if the withdrawal is initiated prior to the deadline to withdraw for the class in which a session is scheduled, as outlined in the Academic Calendar. If initiated after the deadline, the student receives the grade earned at the time (a WA or a WF, as indicated in the syllabus). Submission of this grade requires a last date of attendance. This is a permanent grade and may not be overwritten or changed, except as described in the ADW section above.

Students assume responsibility for all consequences 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.

WF Grade

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

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

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

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

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

There are two types of grade adjustments: changing a temporary grade (I, IC or IE) to a permanent grade and correcting a permanent grade.

Temporary Grades — I, IC and IE

Graduate students who do not complete course requirements during the term in which the class is offered may be given one of two temporary grades: an I when the course work and/or final examination has not been completed; an IE, when an extension is needed to the deadline for the removal of an I grade.

The I grade is only approved for these conditions: The student was unable to complete the course and/or take the final exam due to circumstances beyond the control of the student, the I grade was approved by the faculty member prior to the grading deadline for the term in which the course is offered and the student's performance merits this exception. This grade may not be assigned once the session in which the class is scheduled has ended. Submission of a last date of attendance is required with this grade. If these conditions are not met, the instructor assigns the grade that reflects both the quality of the work completed and the significance of the work/exam that has not been completed.

The IE grade is only approved for these conditions: The student was unable to complete the course and/or take the final exam due to circumstances beyond the control of the student by the deadline to remove the I grade and the extension has been approved via student request prior to the deadline to remove the I grade, as published in the Academic Calendar. The Request for Extension of I Grade Deadline is located on the Graduate School of Management forms website. The IC grade is issued when the dates of the course extends beyond the grading period of the term in which the class started and must be assigned to all students in the class, i.e., may not be used for individual students in a class with more than one student enrolled.

It is the responsibility of the faculty member to submit a grade change form, found in the Faculty Center in CheckMarq, to change an I, IC or IE to a permanent grade. The grade change deadline listed in the Academic Calendar pertains to the I grade. For this grade, the student is obligated to submit all missing work to the instructor by the deadline, or request an extension to the Graduate School before the deadline. The IE grade must be removed by the deadline, as outlined to the student at the time the IE grade was approved. The IC grade removal is faculty initiated and must be removed once the class is complete; however, in all cases the IC grade must be changed within one year of the assigned IC grade. Once the deadline has passed for the I, IE or IC without a grade change, these grades become a permanent grade of PI.

Correcting a Permanent Grade

Changing a permanent grade, because of miscalculation on the part of the instructor or a misunderstanding between the instructor and the student, may be initiated by either the student or the instructor.

Graduate Credit

A student can earn graduate credit for a course only if a) the course has been approved for graduate credit and b) he or she has been accepted, through an official letter of admission, into the Graduate School of Management. Students taking courses while in non-degree status may request the transfer of credits to their degree program (see Transfer of Credit section).

Graduate credit may be earned for curriculum approved 5000 level courses and above. Students are encouraged to seek advising prior to registering for courses outside their curriculum to verify they meet program requirements.

No student may register for a 5000-6000 level course unless are admitted to the Graduate School of Management or has the approval of the student’s home college and the department offering the course.

Graduation

All students must apply for graduation by the deadline specified in the Academic Calendar. Graduation Application forms for Graduate School of Management students are available in the Student Center of the CheckMarq account. Graduation deadlines are scheduled well in advance of the date of Commencement to allow time for student academic audits and for printing diplomas, graduation invitations and program booklets.

The awarding of a degree or certificate is contingent upon the student’s successful completion of all program requirements prior to the date of graduation. In addition, a student's record must be cleared of all temporary grades (grades of I, IC, IE and NG) before graduation is allowed. Participation in commencement does not mean a student has graduated. A cumulative grade point average of 3.000 or above is also required to graduate. Any exceptions to the total credits and minimum grade point average requirements for any degree and/or certificate must be approved by the provost. If a student fails to graduate at the time originally anticipated, they must reapply online for the next graduation before the appropriate deadline stated in the Academic Calendar.

Students who have completed all of their degree or certificate requirements prior to a specific graduation date, but who have missed the graduation application deadline, may request a letter from the Graduate School certifying the completion of their program; however, the student must still apply for
graduation and the diploma reflects the next graduation date. Furthermore, the university reserves the right to graduate a student without a graduation application on file, once all requirements are complete.

**GRADUATION RECORD**

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

**Immunization and Tuberculosis Screening Requirements**

Marquette University requires all newly admitted and readmitted undergraduate, graduate and professional students to provide dates of certain immunizations and complete a TB Screening questionnaire for tuberculosis. Proof of immunization, immunity or disease incidence, if applicable, for Measles, Mumps, Rubella (MMR), Varicella (chicken pox), Tetanus/Diphtheria/Pertussis and completion of a tuberculosis screening questionnaire is required and must be completed electronically. Directions on how to access the Marquette University Medical Clinic student web portal to complete these forms are found in Checkmarq under the Next Step tab. Directions can also be found on the Marquette University Medical Clinic website (http://www.marquette.edu/shs/forms). Failure to complete the required immunization and TB screening questionnaire within 30 days of the start of the student’s first term or the readmitted term at Marquette results in the placement of a registration “hold” on future registrations. The hold is removed once the immunization and screening requirements have been met. Health Sciences, Nursing and Dental students may be required by their departments or colleges to receive additional immunizations. Contact your department or college for specific requirements.

**Inactive Files**

Incomplete and inactive admission files are discarded after one year.

**Independent Study**

Independent Study (6995) courses provide students the opportunity to study and investigate areas of interest not available through normal course offerings. A 6995 course is taken on the recommendation of the student’s adviser and with the approval of the department chairperson and associate dean of the Graduate School of Management. The approval form and outline, which must be completed for each 6995 course, is available on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml). Normally, no more than six credits of 6995 course work can be included in a master’s degree program.

**Intellectual Property**

Students should acquaint themselves with the university Intellectual Property Policy (http://www.marquette.edu/orsp/documents/IntellectualPropertyPolicy.pdf). Marquette University students are subject to the policy when, working for pay or for academic credit, they participate in faculty research programs.

**Inter-University Visitation**

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

**Marquette–UWM**

Marquette University has an agreement with the University of Wisconsin–Milwaukee. The course being taken at UW-Milwaukee must not be available at Marquette and directly relevant toward the degree requirements. In no case are more than six credits taken at UWM be counted toward degree completion at Marquette. The students must apply for admission to the host institution as a special student; the application fee is waived. A Marquette student must complete an Inter-University Exchange Course Approval and Manual Registration Form, found online on the Graduate School of Management forms website (http://business.marquette.edu/academics/forms), get their adviser’s approval, and submit the completed form to the Graduate School of Management. This registers the student for the course (UWM course), which is a variable title and variable credit course (1-3 credits) that reflects the title and number of credits of the course at the host institution. The student must also register for the courses at the host institution. Tuition is paid at the home institution for the BUAD 6932 course. The course at the host institution is tuition-free. Only degree-seeking graduate students in good standing are eligible to participate. A maximum of two of these exchange courses for a maximum of 6 credits may be included in the required minimum course work for the student’s program of study at Marquette University. This course typically extends beyond the Marquette term; students receive an IC grade initially. The IC grade is changed to an A-F grade at the end of the course. Successful completion and posting of the final grade is required as a graduation requirement and may impact the term of graduation. Interested students should contact the Graduate School of Management office for additional information and enrollment forms.

Per written request from the student, registration and grade information may be shared between Marquette University and the external institution.
Jesuit Multilateral Agreement (Jesuit M.B.A.)

The Society of Jesus (Jesuits) was founded in 1540 by Saint Ignatius of Loyola. It is the largest religious order of the Roman Catholic Church. For centuries, Jesuits have influenced mathematics, business, astronomy, architecture, law, medicine and most academic pursuits. A primary mission of the Jesuits is education.

In 1996 a group of M.B.A. directors and administrators from Jesuit and Jesuit-friendly universities decided to work together to promote the many benefits of Jesuit business education. This consortium of 28 Jesuit and a subset of Jesuit-friendly schools include some of the most revered names in business education. The collective of resources of these schools provides you with a unique competitive advantage.

Across the United States, twenty-one AACSB accredited Jesuit and three Catholic, non-Jesuit universities formed a multilateral agreement. Students in the Graduate School of Management may, if necessary, transfer credits from a member of the multilateral agreement. The student applies for admission at the Jesuit M.B.A. school as a ‘Jesuit Multilateral’ applicant and submits all required application materials for the receiving school. The Graduate School of Management completes the Multilateral Agreement Form along with a letter of ‘good standing’ and forward this to the receiving school upon written notification from the student. The student benefits with a continued Jesuit education, ability to continue with the Marquette University M.B.A. and is not restricted to six transfer credits. Students must earn a B or better grade to transfer courses. Students earn the M.B.A. degree from the school that granted more than 50% of the credits. Students are encouraged to complete the Approved Non-MU Study Continuation form reflecting their appropriate registration status. The Continuation registration keeps the student active as a Marquette University student. Continuous registration is required every fall and spring term from a student’s first registration through graduation. The continuation form is available on the Graduate School of Management website (http://business.marquette.edu/academics/gsm). Additional Jesuit M.B.A. information can be found on the Jesuit MBA website (http://www.jesuitmba.org).

Per written request from the student, registration and grade information may be shared between Marquette University and the external institution.

Last Date of Attendance

Submission of the last date of attendance is required for some grades (see Grading System above). This is based on a federal regulation mandating that the university inform the Department of Education when a student stops participating in a class, or classes. There is a wide definition for the last date of attendance, i.e., it does not simply refer to attending class. This includes: the last time a student attended class; the last time the student took a test/quiz/exam; the last time the student participated in a chat/discussion; the last time the student submitted homework; the last time the student used D2L; the last time the student participated in a lab; and/or the last time the student participated in any class activity, either inside or outside the classroom. The last date of attendance is calculated by using the latest date a student participated in any of these activities.

Law Student Consent to take a GSM course

Law students not pursuing the dual M.B.A./J.D. degree are eligible to take a maximum of 9 credits in the GSM pending approval from both the Law School and Graduate School of Management. Law students complete the Consent to Take Graduate School of Management course form posted to the Graduate School of Management forms website (http://business.marquette.edu/academics/forms), obtain all required consents (i.e. Law School) and forward the form to the GSM office. If approved, the GSM forwards the student permission numbers to assist in the registration. Many GSM courses have prerequisites. It may be necessary for a law student to provide a copy of undergraduate transcripts for the GSM to review for prerequisites. Likewise, the Transcript Forwarding Request form can be found on the Graduate School of Management forms website (http://business.marquette.edu/academics/forms).

Law students may pursue the dual M.B.A./J.D. or M.S.H.R./J.D. degree. Further information is posted in the Dual Programs of Study (http://bulletin.marquette.edu/schoolofmanagement/programs/jointprograms) section of this bulletin.

Readmission

See Readmission (http://bulletin.marquette.edu/schoolofmanagement/admissionandreadmission/#readmission) in the Admission and Readmission section of this bulletin.

Registration/Enrollment Changes

This section applies to all sections below: Adding Courses, Dropping Courses and Withdrawing from All Courses.

Changes in a graduate student’s enrollment are under the jurisdiction of the Graduate School of Management. Most enrollment changes, i.e., adding and dropping courses, can be done using CheckMarq (https://checkmarq.mu.edu), the online registration system. Instructions for adding or dropping from courses are available on the Marquette Central Course Registration website. (http://www.marquette.edu/mucentral/registrar/reg_index.shtml)

Students must be registered by the deadline to register for each session in which a class is offered, as outlined in the Academic Calendar (http://bulletin.marquette.edu/schoolofmanagement/academiccalendar). A student is responsible to ensure that their course schedule for each term accurately reflects the courses they plan to attend and may not attend courses in which they have not officially registered. The university does not retroactively register students for courses after the deadline to register for a session 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 courses for which the student is registered are subject to tuition and in some cases, additional fees. The student is responsible for any payment due on all officially registered courses, regardless of attendance.
After the close of registration each term, the dropped course becomes a withdrawal from the course and the student must notify the Graduate School of Management directly and complete appropriate forms before any enrollment change becomes effective. It is not sufficient for a student to notify the course instructor or someone in the department office. The Course Drop or Withdrawal Form is available on the Graduate School of Management forms website (http://business.marquette.edu/academics/forms). Once a permanent grade is assigned, it is not changed except for institutional error or policy. A student may not be dropped or withdrawn after the session in which the class is scheduled has ended.

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 WF, as appropriate; see the Grading section above); or, due to incapacity, must be withdrawn from the class (grade of W). This policy is in effect for all students, regardless of any financial aid award.

Failure to officially withdraw from classes, or the university, according to established deadlines in the Academic Calendar, (http://bulletin.marquette.edu/schoolofmanagement/academiccalendar) the procedures referenced below, and the timelines, as published by the Bursar's Office (http://www.marquette.edu/mucentral/bursar/withdrawal_index.shtml), does not relieve 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 is reported to the National Student Loan Data System should any loan deferments need to be canceled at the time of withdrawal. Finally, the date on which all withdrawal forms are submitted to the university is the date used for any refund calculations.

Adding Courses
Students who wish to add one or more courses after the close of registration must contact the Graduate School of Management at (414) 288-7145 or by email (mba@marquette.edu) and request to add a course. Students that register after the start of classes are responsible to make up all work that was missed.

Dropping Courses
Students who, after the close of registration, decide to withdraw from one or more, but not all, courses in a particular term or summer session must complete the Graduate School of Management’s Course Drop or Withdrawal form available on the Graduate School of Management forms website (http://business.marquette.edu/academics/forms). (See also Withdrawing From All Courses, below.) It is extremely important that the student contact the Graduate School of Management as soon as the decision to withdraw is made. Failure to officially withdraw does not relieve the student responsibility to pay for any tuition/fees owed for such classes. Tuition refunds (refer to Refunds and Adjustments on the Tuition, Fees and Housing section (http://bulletin.marquette.edu/schoolofmanagement/tuitionfeesandhousing) of this bulletin) and W (Withdrawal) grades are based on the date that the student submits the Course Drop or Withdrawal form to the Graduate School of Management, not on the date that the student last attended classes or signed the form.

A student who wishes to withdraw from a course with a W (Withdrawal) grade must do so before the deadline date listed in the Academic Calendar (http://bulletin.marquette.edu/schoolofmanagement/academiccalendar). Due to excessive absences or other reasons, including failure to formally withdraw before the deadline, a student may be administratively withdrawn from a course and incur a grade of either ADW (Administrative Withdrawal), UW (Unexcused Withdrawal), WA (Withdrawn-Excessive Absences) or WF (Withdrawn-Failure). If a ADW, UW, WA or WF grade has already been assigned, it is not replaced with any other grade, except as described in the ADW grading section above.

Failure to officially withdraw from classes, according to established procedures and the withdrawal timelines (http://www.marquette.edu/mucentral/bursar/withdrawal_index.shtml), as published by the Bursar’s Office, does 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, and the student’s withdrawal is reported to the National Student Clearinghouse for purposes of canceling any loan deferments the student may be receiving at the time of withdrawal.

Students are urged to contact the Graduate School of Management at (414) 288-7145 or email (mba@marquette.edu), if there are questions regarding course withdrawal. When withdrawing from any portion of a course load, students must carefully consider the ability of their remaining enrollment to satisfy any enrollment requirements to which they might be subject due to applications for student loans, loan repayment deferments, visas, etc. In the case of a UW grade, the fact that a student did not attend class, does not relieve that student of the obligation to pay any tuition and/or fees that are due.

Students assume responsibility for all consequences that ensue as a result of receiving any withdrawal grade. The consequences may include, but are not limited to: a delay in graduation, dismissal from the degree program, 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 any refund.

Withdrawing from All Courses
Students enrolled in one or more classes who, after the close of registration, decide to discontinue study for the term must notify the Graduate School of Management via the Course Drop or Withdrawal form available on the Graduate School of Management forms website (http://business.marquette.edu/academics/forms) and request a complete withdrawal from all courses. The same rules, procedures and cautions for partial withdrawals also apply to complete withdrawals. Withdrawal from all classes does not automatically withdraw a student from a graduate program, but it might affect the student’s eligibility to register in subsequent terms.
Repeated Courses

Students in the Graduate School of Management (GSM) cannot repeat courses to improve grades. However, if a student has failed a course and is allowed to continue studies, or has been readmitted, and the course is required in their degree requirements, the student must retake the course. All grades received, including an F/WF grade, remain in the GSM grade point average. A minimum grade point average of 3.000 is required to graduate.

GSM students who must repeat a course need approval to do so. Approval is granted under certain conditions:

1. Normally, the repeated course is taken at Marquette.
2. The repeated course is identical to the original course in subject, catalog number, title, subtitle and credits.
3. The repeated course is graded with the same grading options as the original, i.e., students may not exercise a different grading option for a repeated course, unless it is now a required grading scheme.
4. These courses allow repeats: colloquiums, continuation, placeholder, independent study/research, internships, seminar/reading, studio/workshops, study abroad and variable title courses (e.g., topics) as appropriate to degree requirements.

Should a student need to take a course more than once, other than those reference in item #4 above, the student must file the Repeat a Course Permission form, found on the Marquette Central academic forms website. (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml)

Temporary Withdrawal from a Graduate Program

Graduate School of Management degree students who must temporarily discontinue their graduate studies for one or more terms must request this before leaving their program. Students are urged to be extremely cautious in this request. During the temporary withdrawal period, students do not have enrollment status for purposes such as health insurance, loan deferment or access to academic facilities on campus, such as library and computer services.

Only written requests that include specific information about why the temporary withdrawal is being requested and the expected date of return is considered. There is no guarantee that a request will be granted. All temporary withdrawals must be approved by the department director of graduate studies or chair, and the associate dean of the Graduate School of Management. The Temporary Withdrawal from a Graduate Program request form is available on the Graduate School of Management forms website (http://business.marquette.edu/academics/forms).

Time Limitations

Students must complete all requirements for a master’s degree within six years of their first term of registration in the program. Students who are unable to complete their degree within the six-year limit may petition the Graduate School of Management for an extension; Request for Extension of Time forms are available on the Graduate School of Management forms website (http://business.marquette.edu/academics/forms). To ensure timely consideration, the Extension of Time form should be filed early in the term in which the time limit expires. If the extension is approved, the student is notified of the expectations for progress and completion of the degree. If the extension is denied, the student is terminated from the graduate program.

Failure to complete the program or to obtain an approved extension of time may result in an administrative withdrawal from the program. These students must follow the guidelines for readmission (see Readmission (http://bulletin.marquette.edu/schoolofmanagement/admissionandreadmission/#readmission)).

Transcripts-Official

A transcript is a complete and unabridged copy of all academic work attempted at Marquette and includes only those courses attempted at Marquette. 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 (FERPA), or as required by law. See the university FERPA Policy located 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), the Graduate School or are delivered electronically directly to these offices via a secured third party method that has been verified by the sending institution. All other transcripts are considered unofficial and are not accepted or processed. Once an official transcript is received, the transcript is used to determine credits accepted toward the graduate degree.

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

1. Required to Withdraw for Academic Misconduct: 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" also permanently appears on 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 Probation" also permanently appears on 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" also permanently appears 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" also permanently appears 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" also permanently appears 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 on both unofficial and official transcripts. If the student is allowed to return after this dismissal, "Reinstated to University" also permanently appears on transcript.

### Transfer of Credit

Limits are placed on the number of credit hours that may be transferred from other institutions in order to protect the integrity of the Marquette degree programs. Only credits directly applicable to a student’s Marquette degree program are considered for transfer, and there is no guarantee that these will be approved. Accounting, Business Administration, Economics, Human Resources and Leadership require all transfer credits to be from AACSB accredited schools. Students are encouraged to have courses pre-approved for transfer prior to registering for courses outside the Marquette University Graduate School of Management. Credits that are accepted for a Marquette degree, if transferred from another university, are no included when calculating the student’s GPA. However, credits taken at Marquette in another program, if accepted for transfer into a degree program, are included in the student’s GPA. Only courses in which a grade of B or above has been earned may be transferred for credit into a master’s program. Students are strongly urged to consult their advisers before requesting or taking any course for which they want to transfer credits.

Normally, six credit hours of approved graduate work from an outside AACSB accredited master’s program are transferred with the consent the associate dean of the Graduate School of Management. Exceptions to this limit are rare and must be submitted in writing to the director of your master’s program and the associate dean of the Graduate School of Management. A student can anticipate a maximum transfer of credit only in unusual or compelling circumstances. (See the Jesuit Transfer Agreement for exception.) Credits approved for transfer must have been earned within the previous five years at an AACSB accredited school, and affect the time limits for completing a Marquette program. Certificate programs are not eligible to transfer credits.

Only credits for courses directly comparable in content to the requirements of the current degree program are considered for transfer, and no credits will be considered until the student has completed the Graduate School of Management’s Master’s Degree Transfer of Credit Request form, available on the Graduate School of Management forms website (http://business.marquette.edu/academics/forms). The student must also have met the following conditions: 1) completed six credits (nine credits if admitted on probation) as a degree-status student in their Marquette master’s program; 2) taken the courses requested for transfer at the graduate level and for graduate credit; 3) earned a grade of B or above in each of the courses; 4) course must have been completed within five years; and 5) official transcripts are on file in the Graduate School of Management from the institutions involved.

Credits approved from a school using a quarter-system transfer as two-thirds credit each when converted to Marquette’s term system. Semester credit equivalents for transfers from schools using a trimester system vary by school and must be evaluated individually. Students who are less than one credit short of graduation requirements after such transfers need no additional course work. A student short one full credit or more for graduation must take additional course work.

Graduate level credits earned at Marquette, as a degree student in a different graduate program or as a non-degree student, may transfer following the same request and approval procedures outlined above. Students are responsible for initiating this process. Credits transferred between Marquette programs or statuses are included as part of the credit transfer limit with the exception of the second master’s degree.

Transfer credits taken the same term as projected graduation may be problematic. Official transcripts sent directly from the attending school to the Graduate School of Management is required by the deadline posted in the bulletin. This deadline may be earlier than the completion of the term for which classes are being taken. It may be necessary for the student to reapply for a future graduation and diploma.

Transfer credits do not apply toward GSM specializations.

To transfer credits from courses taken within Marquette University (i.e. earning a 2nd master’s degree from Marquette University or transfer of credits from non-degree temporary to degree status) the following limits are in place: a maximum of 9 credits may transfer for a master’s degree of 36 or fewer credits, a maximum of 12 credits for a master’s degree of 37-48 credits, a maximum of 15 credits for a master’s degree of 49 or more credits. (See Earning a Second Master’s Degree for additional information.)

Members of the Jesuit Multilateral Agreement (see Jesuit Multilateral Agreement) may transfer more than 6 credits of pre-approved course work.
Transfer of Credit form and the Transfer of Credit Checklist can be found on the Graduate School of Management forms website (http://business.marquette.edu/academics/forms). (http://www.marquette.edu/gsm)

**Undergraduate Students in Graduate Courses**

Undergraduate degree-seeking seniors, or those admitted to an appropriate accelerated degree program may, with the permission of their home college and the department offering the course, register for a 5000 or higher-level graduate course if the student has a B (3.000) or higher overall grade point average. To register for a graduate course, the undergraduate degree-seeking student must complete the Permission to Enroll in a Graduate School of Management Course form, available on the Graduate School of Management forms website (http://business.marquette.edu/academics/forms), (http://www.marquette.edu/gsm) Once all signatures of approval have been obtained and the student has received the permission number from the Graduate School of Management, the student must then register for the course online through CheckMarq (https://checkmarq.mu.edu).

Graduate level courses begin at 5000. Cross listed courses starting in the 4000 series are undergraduate courses and under no circumstances apply toward graduate credit. The course cannot be graded using the CR/NC, S/U, NSC/UNC or AU (audit) option, and a grade of B or better must be earned to transfer courses into a graduate program. Consent must be obtained and the registration posted to the student’s record prior to the start of the course. A change is not applied after the close of late registration, whether moving to or from graduate level class. Successful completion of graduate courses does not guarantee admission to graduate students.

A maximum of 16 credits can be taken the term in which a graduate class is taken. Undergraduate degree-seeking students may take a maximum of 6 graduate level credits in any given term. For undergraduate degree-seeking business students, a maximum of 6 credits may double count - apply both toward undergraduate and graduate requirements. The maximum graduate credits transferable from undergraduate to a GSM degree, pending approval and overall program requirements is: Accounting (M.S.A.) - 9 credits, Economics (M.S.A.E.) - 9 credits, Human Resources (M.S.H.R.) - 9 credits), Master in Leadership - 6 credits, Business Administration (M.B.A.) - 9-12 credits. A student has five years to be admitted and start graduate studies. Transfer credits do not apply if courses are 5 or more years old. See Transfer of Credit in this section for additional information.

**Withdrawals**

See Registration/Enrollment Changes (p. 16) in this section of the bulletin.