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 case of personal and academic misconduct.
5. To report any observed breaches of this honor code and academic honesty.

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

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

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

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

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

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

Academic Misconduct Policy
Definitions of Academic Misconduct
Academic misconduct includes, but is not limited to, individual violations, helping another student with any form of academic misconduct, failing to report any form of academic misconduct, or intentionally interfering with the educational process in any manner. Faculty, staff or students who are aware of academic misconduct and fail to report it are considered complicit in these actions. The following sections provide representative examples of academic misconduct. If 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 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 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 director of same. In cases involving more than two students, the investigation period may be extended one day for each additional two students at the discretion of the Academic Integrity director. The timeline for investigation may be adjusted during periods when students and faculty are away from campus. Once the Investigating Officer informs the Academic Integrity director of the decision, the Academic Integrity 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 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**

The Academic Integrity director may offer an expedited review, specifying the maximum penalty that could be assigned, if the student has no record of academic misconduct at Marquette University and the director deems the alleged misconduct minor. Expedited review will not be offered to students in Health Science Professional courses or graduate students alleged to have cheated or committed academic fraud or extensive plagiarism. A copy of the expedited offer will be sent to the student’s college/school office and the faculty member in whose class the misconduct occurred.

The student has two business days to respond to the Academic Integrity director. If the student accepts responsibility and the penalty, the Academic Integrity director will send a final letter to the student summarizing the finding and the penalty. At the same time, the Academic Integrity 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 where a student has been found in violation, a copy of the file relating to the alleged misconduct 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 director for cases that are ineligible for expedited review, all cases in which students request a hearing or cases the Academic Integrity 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. The dean’s office designee will act as the Hearing Board chair.

- 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.
- The board uses the preponderance of available evidence (whether it is more likely than not) to make its determination and recommend any subsequent outcome.
- Within three business days of the hearing, the Academic Integrity 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 director of any changes to the recommended penalty.
- Within six business days of the hearing, the Academic Integrity director will inform the student summarizing the finding and the outcome (i.e., any penalty).
- A copy of the file relating to the alleged misconduct 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.

**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 director within five calendar days of the notification of the decision. Upon receipt of the appeal the Academic Integrity 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 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 relevant 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 required by law.

**Professional Ethics and Standards**

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

The University’s Advising Philosophy

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

Goals for Advising

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

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

Adviser and Student Expectations

Marquette University is committed to the shaping of students’ intellectual and personal development. Academic advising contributes substantially to this mission. It assumes a good working relationship between advisers and students. At Marquette University we strive to provide advising within the following set of expectations:

Students may anticipate the following from advisers:

1. The adviser recognizes the goal of advising is the academic success and personal growth of the student.
2. The adviser works to develop good rapport with the student and in doing so, also serves as a mentor.
3. The adviser has knowledge of major course content, course sequencing, the University Core of Common Studies (UCCS) and graduation requirements as provided in the bulletin.
4. The adviser is available during his or her regular office hours or by appointment and prepares for each scheduled session by reviewing the advisee’s record before the meeting.
5. In addition to showing common courtesy toward the advisee, the adviser listens carefully, provides encouragement and support and respects the advisee’s ability to make decisions.
6. The adviser helps the student develop strategies for academic success and understand the possible associated consequences.
7. The adviser identifies and addresses potential conflicts that might arise in the students’ schedule and develops a long-term schedule to avoid conflicts (e.g., prerequisites, infrequent offerings, etc.).
8. The adviser informs advisees of opportunities and information, particularly related to majors and minors but also including internships, research, graduate and professional school opportunities.
9. The adviser understands that academic performance can be influenced by factors unrelated to the classroom and is prepared to deal with these issues and make referrals as necessary.
10. The adviser knows where to direct a student to additional resources when necessary.

Advisers may anticipate the following from students:

1. The student accepts full responsibility for his or her academic success and acknowledges that the adviser is a major resource for achieving that success.
2. The student understands bulletin information including graduation requirements.
3. The student acknowledges that successful advising requires openness and honesty with the adviser.
4. The student works to develop a good rapport with his or her adviser.
5. The student has a desired expectation for his or her Marquette experience and comes to meetings prepared to discuss career goals, co-curricular interests, etc.
6. The student prepares for advising sessions by developing semester schedules that meet certain long-term goals such as fulfilling the requirements of the UCCS and college curriculum.
7. The student should have knowledge of the classes he or she is interested in taking as well as alternative options, and recognizes that his or her plans may change.
8. The student shows common courtesy toward the adviser including honoring all advising appointments once scheduled.
9. The student seeks appropriate help to solve problems that may adversely affect his or her academic performance. The student recognizes that the academic adviser is the appropriate person with whom to start this process.
10. The student ensures that all questions and concerns are adequately addressed.

This statement evolved from a collaborative effort that included members of the Marquette University Student Government and the Committee on Academic Procedures. The Klinger College of Arts and Sciences Pre-major Advising Manual is the source for much of the information contained herein. The policy was reviewed by Marquette University General Counsel, February 1, 2006; revised and approved by the University Board of Undergraduate Studies, March 1, and approved by the Academic Senate, March 20, 2006.

**Academic Censure (Probation/Dismissal/Academic Alert)**

**Overview**

All undergraduate students are expected to maintain a minimum of a 2.000 cumulative grade point average (GPA) in all Marquette coursework. However, there are additional requirements that may lead to academic censure, as described below.

Marquette defines academic censure in one of three categories: **Academic Probation** (two types): College Probation and Reinstated on Probation; **Academic Dismissal** (two types): Required to Withdraw for Academic Reasons and Required to Withdraw for Academic Misconduct; and the **College Academic Alert**. These censure statuses are maintained permanently on the student's academic record; however, only three appear permanently on Marquette University's official transcript as follows:

1. Reinstated on Probation
2. Required to Withdraw for Academic Reasons
3. Required to Withdraw for Academic Misconduct

Satisfactory Academic Progress: While not an academic censure issue per se, the financial aid regulation requiring the university to evaluate the qualitative (GPA) satisfactory academic progress of each student is also discussed in this policy, as by federal regulations, it must be aligned with the university academic dismissal policy. The satisfactory academic progress notation will be maintained permanently on the student's record; however, will not appear on Marquette's official transcript. In addition, satisfactory academic progress does not impact or reverse the academic censure notations described above. Refer to the Complete Financial Aid Satisfactory Academic Progress Policy (http://www.marquette.edu/mucentral/financialaid/resources_elig_standards.shtml) on the OSFA website for additional information on SAP.

**Academic Probation-College Probation**

A student is placed on college academic probation according to the policies of his/her individual college (see the respective college sections of the Undergraduate bulletin for details). This probation status does not impact financial aid eligibility. Likewise, financial aid eligibility does not impact or reverse academic probation.

**Academic Dismissal-Required to Withdraw for Academic Reasons (RWAR)**

The Office of the Registrar (OTR) and the Office of Student Financial Aid (OSFA) will monitor cumulative GPAs at the end of each term (fall, spring and summer).

A student who does not meet the GPA requirements listed below will be academically dismissed by the college (coded as RWAR by OTR) and the student's record will also reflect his/her failure to maintain satisfactory academic progress (coded as SAP by OSFA):

1. A student having attempted 24 or fewer credit hours must maintain a cumulative GPA of 1.500 or higher.
2. A student having attempted more than 24 credit hours must maintain a cumulative GPA of 2.000 or higher.

In addition:

1. Those students who have been granted an official Medical Withdrawal by the university will not be subject to RWAR for the term in which the Medical Withdrawal is approved. They will, however, be subject to SAP for that term.
2. Those students who withdraw from their first term at Marquette will not be subject to RWAR in that term. They will, however, be subject to SAP for that term.
3. Those students who choose the audit (AU) option in all classes will not be subject to RWAR or SAP for that term. However, should these students withdraw and/or receive a grade of AUA in that same term, they will be subject to RWAR and SAP.
4. Those students enrolled in audit-only programs will not be subject to RWAR or SAP. However, should these students withdraw from the audit-only program or classes and/or receive a grade of AUA in that same term, they will be subject to RWAR and SAP for that term.
5. Those students who have a grade change submitted on their behalf to the Office of the Registrar within one week of the RWAR/SAP assignment, will have their Academic Censure reviewed and the RWAR/SAP removed, if applicable. However, it is best if these students submit the Academic Censure Appeal before the deadline, should the grade change request be denied.
6. The Undergraduate Academic Censure Committee will communicate RWAR decisions via email and via FedEx letters to the student's home address; OSFA will communicate SAP via Marquette email. As per the university email policy, it is the student's responsibility to monitor his/her Marquette email at all times.
7. A student coded with RWAR who is not reinstated will be dropped from any classes in which he/she is subsequently registered.

**RWAR/SAP Appeal process**

The RWAR/SAP is appealed on one form, as per the instructions contained in the RWAR/SAP email(s) and letters received at the end of the term. This form is used whether the student wishes to appeal to his/her original college or to other colleges.

The Academic Censure/Satisfactory Academic Progress Appeal form is posted on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml) and includes all of the required information the student must submit in order to have his/her appeal reviewed. The Undergraduate Academic Censure Committee has the final decision on all RWAR/SAP appeals.

If the appeal is approved:

1. The student will be ‘Reinstated on Probation’ and the college will design an academic plan for the student, outlining how the student will regain his/her satisfactory academic and degree progress standing and the student will become financial aid eligible.
2. The plan must be measurable and ensure that the student is able to meet Marquette’s SAP standards by a specific point in time. Plans should include courses to be taken, expected grades and a time frame to complete the outlined objectives.
3. The plan will be monitored and evaluated at the end of each term.
4. Should the student be on a multiple term plan and the student is satisfying that plan at the end of each term, the student will not be subject to RWAR or SAP, regardless of the GPA of the student.
5. Should the student not fulfill all of his/her academic obligations as outlined in the plan, the student will again be coded as RWAR and SAP and subject to all provisions of this policy.

**Academic Dismissal-Academic Misconduct**

Dismissal for academic misconduct (RWAM) is determined per the Academic Integrity (p. 1) policy found in the Undergraduate bulletin and at the Academic Integrity (http://www.marquette.edu/provost/integrity-) website. Once this determination has been made, the student will be dismissed from the university. This action results in ineligibility to register at Marquette. Reinstatement criteria for the student who is dismissed, if applicable, will be outlined in the dismissal notice. If the student is allowed to return to the university, a permanent notation of ‘Reinstated to the University’ will appear on the student’s academic record and Marquette’s official transcript.

**College Academic Alert (CAA)**

A student who does not fall under the university RWAR or SAP criteria as outlined above, however fails to make progress in his/her particular college or major, will be barred from future registration by a CAA registration hold and may be dropped from any classes in future terms for which he/she is registered.

1. The CAA hold is assigned by the college office and is specific to the individual college’s degree progress policies (see the respective college section of the Undergraduate bulletin). The college will communicate this information via the Marquette email. As per the university email policy, it is the student’s responsibility to monitor his/her Marquette email at all times.
2. The student may appeal the CAA to his/her original college or other colleges by using the same Academic Censure/Satisfactory Academic Progress Appeal form on the Marquette Central academic forms website. (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml)
3. The Undergraduate Academic Censure Committee will review all appeals. If the appeal is approved, the CAA hold is removed and the student will be notified via Marquette email.
4. The Undergraduate Academic Censure Committee has the final say in all CAA appeals.

**Academic Programs Defined**

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

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

- **Dual Degree**: A formal agreement where two degrees are conferred simultaneously from two institutions (or colleges/schools with one institution), some courses/credits taken at both institutions/colleges/schools apply to both degrees and two diplomas are produced, one for each degree.

- **Joint Degree**: A formal agreement where one degree is conferred from two institutions (or colleges/schools within one institution), some courses/credits taken at both institutions/colleges/schools apply to the degree and both institutions/colleges/schools are listed on a single diploma.

**Academic Standing**

Students are considered to be in good standing as long as they are eligible to enroll in classes at Marquette.

**Attendance**

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

**Withdrawal from a Course Due to Poor Attendance**

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

**UW**: When a student never attends/participates in a class for which he or she is registered, the faculty member will assign a grade of UW. In those classes where attendance is not taken regularly, the faculty member will take attendance on the first, class day after the close of registration, or during the first week after the close of registration. Faculty will fill out a withdrawal form for any student not in attendance and the college offering the course will investigate whether the student is attending the class.

**W/WA/WF**: If a student abandons a class, i.e., ceases to attend a class for a period in excess of two weeks in a 16 week course (or proportionately equivalent period for a session of different length), or the student announces his/her intention to withdraw from a class by submitting a withdrawal form, a grade of W, WA or WF, as appropriate, will be assigned (see the definitions and appropriate use of these grades in the Grading System section (p. 15) of this bulletin).

**Violation of Attendance Policy**: Given the importance of attendance to the mastery of class materials, faculty may include in their syllabi a policy prohibiting excessive absences.

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

   - Such action may be initiated, for example, in a 16-week course when the number of class hours missed exceeds twice the number of course credits. As such, a student may be assigned the grade of WA when more than 6 classes have been missed in a 3-credit course, when more than 8 classes have been missed in a 4 credit course and when more than 10 classes have been missed in a 5 credit course.

   - As examples: students who miss more than 6 classes in a 3-credit course that meets 50 minutes, 3 times per week, will be considered to have excessive absences and may be assigned a WA. Likewise, students who miss more than 4 classes in a 3-credit course that meets 75 minutes, 2 times per week, will be considered to have excessive absences and may be assigned a WA.

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

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

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

**ONLINE COURSES AND ATTENDANCE**

Online courses at Marquette University are designed to be highly interactive and collaborative, as authentic learning takes place within a social context. To help ensure an effective learning experience, all students in online courses are expected to participate on a regular basis. Participation is defined as “submitting required work as assigned; being an active contributor and responder to fellow students and the instructor in a timely basis, as set forth by online discussion guidelines in each course.” Failure to participate may be counted toward the number of absences allowed before a WA is assigned as described above.
If technical circumstances prevent a student from entering the course site for a period of time, it is the student’s responsibility to contact the instructor in a timely manner if the student wishes to receive credit for any missed online activities.

**ADDITIONAL ATTENDANCE POLICIES**

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

**EXTENDED ABSENCES**

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

**MAKING UP WORK FROM A MISSED CLASS**

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

In the case of absences due to legal obligations, religious observance, or participation in Division 1 athletics and other university sanctioned events, if documented in advance, students should be given the opportunity to make up class examinations or other graded assignments that are missed, where possible.

Students should consult faculty and the respective syllabus for their policies regarding makeup work. Faculty may allow students to make up the missed work, where possible, if the absence is due to officially sponsored university activities (e.g., band or presenting a paper at a conference), hospitalization, the death or acute illness of an immediate family member (e.g., parent or caregiver, sibling, spouse, or child), mandatory admission interviews for professional or graduate school, or post-graduate employment interviews that cannot be rescheduled, required participation in military duties including required ROTC training and medical examinations or similar serious reason. Faculty may require documentation.

The manner in which the work will be made up is left to the discretion of each individual faculty member. The opportunity to make up work is considered a privilege, not a right.

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

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

**STUDENT AND FACULTY RESPONSIBILITIES REGARDING ATTENDANCE AND MAKEUP WORK**

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

**Students:**

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

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

* While instructors begin to deliver course content from the first day of class and students are expected to attend all the classes for which they are registered, the university allows students to add classes until the close of registration, as published in the academic calendar. The obligation to attend class begins once a student is registered for a class. Students are not considered absent and the expectation is that students will be allowed to make up any work that was assigned before the student enrolled.

** The Marquette University Medical Clinic does not provide documentation of illness, or of a visit to the Medical Clinic though they may provide information to students whose illness may require temporary accommodation (e.g., concussion). Likewise, college and other university offices (e.g., the Counseling Center and Student Affairs) do not provide documentation of an absence on behalf of the student.

Audit
Students who wish to audit courses without earning credit must present evidence of their preparation for the course or courses in which they wish to enroll. Auditors are required to attend all classes but are not required to complete written course assignments or examinations. Certain courses may not be audited, such as University Core of Common Studies and courses in the major (check with your college to determine other courses that cannot be audited).

Students must first register for the course via CheckMarq, then request the audit option from the student’s college office with the Audit Request form located on the Marquette Central academic forms website. Auditing a class must be approved by the college. The deadline to request the audit option for each session is the last day to register for the class as listed on the Academic Calendar. (http://bulletin.marquette.edu/undergrad/academiccalendar).

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

Programs of Study Defined
1. A degree program is defined as an approved academic program of study, outlined in a Marquette University bulletin, that contains a degree and, in the case of an undergraduate, at least one major and leads to an official diploma and notation of such on the University’s official transcript.
2. A certificate program is defined as an approved academic program of study, outlined in a Marquette University bulletin that includes the specialized study of a subject area and leads to an official certificate and notation of such on the University’s official transcript.
3. An official diploma or certificate is defined as one on which the university seal is affixed and is released only by the Office of the Registrar.

Policy
1. Structuring of degree and certificate programs requires approval through the appropriate Marquette University curriculum process.
2. Requirements for all Marquette academic programs of study are to be documented in the appropriate Marquette University bulletin by the college/school/department offering the degree or certificate program. No official diploma or certificate will be awarded that does not first appear in the appropriate bulletin.
3. The college/school offering the degree or certificate program bears the responsibility for authenticating completed program requirements. Changes or exceptions in course requirements for individual students must be documented in the academic record of the student, either online, when the program of study requirements are in the University degree audit system (Academic Advisement), or, on paper when not.

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

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

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

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

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

Classification

An undergraduate student must have earned 24 credit hours before being classified as a sophomore; 60 hours before being classified as a junior and 90 hours before being classified as a senior.

Class Rank

The university does not calculate or provide class rank for students.

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 will be held in May, following the spring term.

2. Spring Graduates:
   • Undergraduate/Master's/Health Sciences Professional students: students who are in good standing, have met the appropriate graduation application deadline and will complete their degree requirements, including the official recording of any transfer work 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 will complete their degree requirements, including the official recording of any transfer work 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 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 will complete their degree requirements, including the official recording of any transfer work by the end of the spring term will participate in Commencement and will be hooded and honored at the Law School May 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 will complete their degree requirements, including the official recording of any transfer work after the May Commencement ceremony of a given calendar year, may participate in the Commencement held in that calendar year, or may choose to participate in the Commencement held in the following calendar year.
   • Dental Students:
     a. Summer graduates: Students who are in good academic standing, have met the appropriate graduation application deadline and will complete their degree requirements, including the official recording of any transfer work by the end of the summer term may participate in spring Commencement. Such students may also participate in selected May Commencement ceremonies in the School of Dentistry.
     b. Fall graduates: Student who are required to enroll in any fall semester course in the School of Dentistry are specifically prohibited from participating in any May Commencement ceremony for either Marquette University or the School of Dentistry.
• Doctoral students: candidates who complete their degree/dissertation requirements (see #2 above) after the May Commencement ceremony of a given calendar year, will be hooded and honored at a Hooding Ceremony hosted by the Graduate School in December, or may participate in Commencement held in the following calendar year.

• Law students:
  a. Summer graduates: students who are in good academic standing, have met the appropriate graduation application deadline and will complete their degree requirements, including the official recording of any transfer work in the summer term after May Commencement of a given calendar year, may participate in the May Commencement ceremony of that same calendar year and will be hooded and honored at a May Hooding Ceremony hosted by the Law School; or may choose to be hooded and honored at a December Hooding Ceremony hosted by the Law School of that same calendar year.
  b. Fall graduates: students who complete their degree requirements in the fall of a given calendar year may be hooded and honored in the December Hooding Ceremony, hosted by the Law School and may participate in the May Commencement of the following calendar year; or may participate in both the May Commencement and May Hooding Ceremony of 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. Latin Honors, if awarded, will also be noted, based on the last grading cycle in which the student was enrolled; however, the final determination of Latin Honors is based on the final grades earned in the term in which the degree is conferred.

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

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

**Commencement Notification**

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

**Conferral of Degrees and Certificates**

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

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

1. Students may have degrees or certificates conferred every Friday, as long as all required grades are recorded in CheckMarq and all degree requirements are completed according to the college/school’s schedule.

2. Colleges/Schools will verify degrees/certificates and must submit a list of those graduating to the Provost’s Office by noon of the appropriate Friday.

3. The Office of the Registrar will post the degrees/certificates of all students who appear on the graduation list, the following week.

4. Diploma or certificate conferral date = the Friday the list is submitted.

5. Transcripts with degrees/certificates posted are available the week after the graduation list is submitted.

6. The Office of the Registrar will order diplomas or certificates for these students after the graduation list is submitted.

7. These diplomas and certificates are available for mailing or pick-up 4-6 weeks after the graduation list is submitted.

**September-November and January-April**

1. Students may have degrees or certificates conferred the last business day of the month, as long as all required grades are recorded in CheckMarq and all degree/certificate requirements are completed according to the college/school’s schedule.

2. Colleges/Schools will verify degrees/certificates and must submit a list of those graduating to the Provost’s Office by noon of the last business day of the month.

3. The Office of the Registrar will post the degrees/certificates of all students who appear on the graduation list the following week.

4. Diploma or certificate conferral date = the last business day of the month.

5. Transcripts with degrees/certificates posted are available the week after the graduation list is submitted.

6. Office of the Registrar will order diplomas or certificates for these students after the graduation list is submitted.

7. These diplomas and certificates are available for mailing or pick-up 4-6 weeks after the graduation list is submitted.

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

1. Students may have degrees or certificates conferred as long as all required degree/certificate requirements are completed according to the college/school’s schedule.
2. Colleges/Schools will verify degrees/certificates and submit graduation lists to the Provost's Office. Refer to the Academic Calendar (http://bulletin.marquette.edu/undergrad/academiccalendar) for the exact date.

3. Refer to the appropriate Academic Calendar for the diploma or certificate conferral date.

4. The Office of the Registrar will post the degrees/certificates of all students who appear on the graduation list.

5. Refer to the Academic Calendar (http://bulletin.marquette.edu/undergrad/academiccalendar) for the exact date diplomas and certificates are available for pick-up at Marquette Central or for mailing from the Office of the Registrar.

6. Refer to the Academic Calendar (http://bulletin.marquette.edu/undergrad/academiccalendar) for the exact date transcripts with degrees or certificates posted are available from the Office of the Registrar.

Course Levels

Lower-division courses are numbered 1000-2999 and normally are taken by freshmen and sophomores. Upper-division courses are numbered 3000-4999 and normally are taken by juniors and seniors. Students must earn a minimum of 32 Marquette upper-division, or upper-division credits from an approved study abroad program in order to earn a degree at Marquette.

Credit

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

1. Classroom Based Courses: must meet a minimum of 50 minutes per credit per week. In addition, it is assumed that an additional workload will be assigned to equal 2 hours of coursework outside the classroom for each 50 minutes of meeting time (e.g., a total of 170 minutes per credit, per week).

2. Blended and Non-Classroom Based Courses: must include some form of instruction and/or homework and/or activity that equals a minimum of 170 minutes per credit, per week.

3. Those courses that meet in a compressed format (i.e., fewer than 15 weeks), must make up the minimum of 170 minutes per credit, per week within the timeframe of the course offering.

Semester hour credit is given only in accordance with descriptions for individual courses, as published in the Undergraduate Bulletin. No credit is given for a course in which a student has not registered.

Credit for courses pursued at another educational institution while simultaneously enrolled at Marquette (concurrent registration) will not be allowed unless specifically authorized by the dean. See Study at Other Institutions (p. 28) policy of this bulletin.

Credit Load

The following colleges have established a maximum credit load allowed for students whose degree/major fall within that college:

<table>
<thead>
<tr>
<th>Undergraduate degree student enrolled in:</th>
<th>Max. credits fall term and spring term (total per term)</th>
<th>Max. credits J-sesssion (total per session)</th>
<th>Max. credits summer term (per session total/total per term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Sciences</td>
<td>20 credits (excludes J-Session)</td>
<td>3</td>
<td>8 / 16</td>
</tr>
<tr>
<td>Business Administration</td>
<td>19 credits (excludes J-Session)</td>
<td>3</td>
<td>8/16</td>
</tr>
<tr>
<td>Communication</td>
<td>19 credits (excludes J-Session)</td>
<td>3</td>
<td>8/16</td>
</tr>
<tr>
<td>Education</td>
<td>20 credits (excludes J-Session)</td>
<td>3</td>
<td>8/16</td>
</tr>
<tr>
<td>Engineering</td>
<td>20 credits (excludes J-Session)</td>
<td>3</td>
<td>8/16</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>19 credits (excludes J-Session)</td>
<td>3</td>
<td>8/16</td>
</tr>
<tr>
<td>Nursing</td>
<td>18 credits (excludes J-Session)</td>
<td>3</td>
<td>8/16</td>
</tr>
</tbody>
</table>

The Fall and Spring schedule for full-time undergraduate student is normally 15-18 credit hours. Non-degree students are normally limited to a maximum of seven credit hours each term.

An upperclassman may be allowed, with consent of the dean/dean designee, to carry more than the maximum college established credit load.

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

Credit by Examination

College Level Credit by Exam

Marquette recognizes that students by virtue of independent study, previous training or experience may already possess mastery of the content of some courses in which they have not been formally registered. To enable students to enrich or accelerate their course of study, the university provides for the
establishment of academic test credit by means of a Marquette Credit by Exam (MCBE) and/or the College Level Examination Program (CLEP). This is in addition to test credit awarded via AP, Cambridge A-Levels or IB.

Test credits do not include grades; are not calculated into the Marquette GPA; do not factor into the credit load of the student (full-time, part-time); cannot be used to repeat a Marquette class; and, cannot be used to satisfy the Senior Residency requirement.

In addition, there are other policies relating to these two exams:

1. Students must register for MCBE or CLEP and take these exams before the end of their second semester at Marquette. This deadline excludes the summer term.  
   **Note:** Students enrolled in the Undergraduate Professional Studies programs are exempt from this restriction.

2. Courses available for MCBE or CLEP are determined by the college in which the subject matter resides and students wishing to take a MCBE or CLEP credit must submit a request for such an examination to that college office. The decision of the college is final.

3. To qualify for a MCBE or CLEP exam, students must be:  
   - A degree-seeking Marquette student.
   - Registered for other courses at Marquette for the term in which the exam is requested.

4. A student may not earn credits via the MCBE or CLEP for courses they have previously taken or audited (regardless of the institution at which the course was taken).

5. MCBE or CLEP may not be taken in any subject matter more elementary than that for which the student is currently enrolled and/or for which the student has previously received credit or been placed into.

6. The student must pay a fee for the MCBE credits prior to taking the exam.

7. A C or better must be earned on the MCBE for credit to be awarded; if less than a C is earned, the MCBE will be recorded on the student’s record, indicating that no credit was earned.

8. CLEP credit awards are determined by the score earned (see the Admissions section of the Undergraduate Bulletin).

9. MCBE and CLEP can only be attempted once for any course.

10. A maximum of 30 credits may be earned through MCBE and/or CLEP.

**Email Policy**

Marquette University utilizes email as one of the official means of communication with students to keep them informed of important information such as financial aid and billing data; college deadlines, events and updates; and important campus news. Each student is issued an official eMarq email account for use while he or she is enrolled.

It is the students’ responsibility to routinely check their Marquette email account and lack of doing so does not relieve students of the responsibility for any information contained therein. For more information, see the university’s email policy [here](http://www.marquette.edu/its/about/official.shtml).

**Enrollment Status**

The undergraduate enrollment status is based on enrolled credit hours each semester. A full-time enrollment status means a student is enrolled in a minimum of 12 credits; a half-time academic load means a student is enrolled in 6-11 credits; enrollment in fewer than 6 credits is considered less than half-time status for the student.

**Examinations (Midterm and Final)**

**Midterm Exams/Grades**

The university requires that midterm grades be assigned to students in most undergraduate courses and that these grades be based on appropriate written evidence of achievement at the time of grading. Midterm grades are assigned mid-way through the fall and spring term, as per the deadline in the Academic Calendar [here](http://bulletin.marquette.edu/undergrad/academiccalendar). Mid-term grades will be factored into the final grade assigned at the end of the session in which the class is scheduled. The University deadline for changing of the I grade does not apply to mid-term grades and as such, any missing assignments/exams that contributed to a mid-term I grade must be completed by the end of the session.

In some cases, assigning of midterm grades is optional: Courses shorter than sixteen weeks; Exchange; Marquette-Led Study Abroad; Workshop/Institute/Studio, Practicum/Clinical/Field Experience/Student Teaching; Internship/Externship; Independent Study/Research; Labs; Senior Capstone; Senior Project; Senior Thesis. If midterm grades are, or are not, to be assigned in these courses, the instructor will include this information in his/her syllabus distributed at the beginning of the term. All other undergraduate courses require a midterm grade. Make-up examinations are at the discretion of the instructor, as outlined in the instructor’s attendance policy.

**Final Exams/Grades**

Final examinations are held in most subjects. A student’s achievement during the term/session in each of his or her subjects and, expressed as a letter grade, is based on the combined results of class work, examinations and any other grading criteria set forth in the course syllabus. Once a final permanent grade is assigned, no additional work may be submitted.
Should a student have more than three final examinations scheduled on one day, and these examinations are not in the form of a team project presentation, a take-home examination or a final paper, he/she has the option to reschedule one of those final examinations. The student must contact his/her college office prior to examination week to reschedule an examination. The decision as to which examination will be rescheduled is at the discretion of the college.

A student who misses a final examination risks receiving a failing grade for the course. Students are held to the standard, as outlined in the instructor’s attendance policy, which is distributed at the beginning of each term. In addition, make-up examinations are at the discretion of the instructor, as outlined in the instructor’s attendance policy.

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.

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. For further information, consult Marquette’s FERPA policy, located on the Marquette Central academic policies website (http://www.marquette.edu/mucentral/registrar/policy_index.shtml).

Grade Appeals

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

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

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

Grading System

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

All undergraduate students must maintain a cumulative grade point average, as outlined in the Undergraduate Academic Censure policy in this bulletin.

Letter grades with or without grade points are used by Marquette faculty to evaluate a student’s performance in a course. All grades described below, with the exception of the I, IC and IE grades 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 is over. Likewise, no additional work for the purpose of a grade change may be submitted by the student 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>Satisfactory</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
</tr>
<tr>
<td>WF</td>
<td>Failure</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The following letter grades do not have associated grade points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADW</td>
<td>Administrative Withdrawal; a permanent grade indicating student was withdrawn from the course by the university for administrative reasons.</td>
</tr>
<tr>
<td>AU</td>
<td>Audit; a permanent grade indicating course is excluded from attempted credits.</td>
</tr>
<tr>
<td>AUA</td>
<td>Audit; a permanent grade indicating course is included in attempted credits for Satisfactory Academic Progress purposes.</td>
</tr>
<tr>
<td>CR</td>
<td>Credit; a permanent grade indicating equivalent work of C or better in the course.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete; a temporary grade indicating inability to complete the course and/or take the final exam, due to circumstances beyond the control of the student; and, therefore, completion of assignments/exam will be allowed after the term has ended.</td>
</tr>
<tr>
<td>IC</td>
<td>Course Incomplete; a temporary grade indicating the course is not completed by the end of the term in which the course is scheduled; assigned to all students enrolled in the course.</td>
</tr>
<tr>
<td>IE</td>
<td>Incomplete Extension; a temporary grade indicating an extension to the I grade removal deadline; assigned by the college office to those students who, due to circumstances beyond their control were unable to complete the required work by the I grade removal deadline.</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit; a permanent grade indicating equivalent work of less than C in the course.</td>
</tr>
<tr>
<td>NG</td>
<td>No grade; a temporary grade indicating grades were not entered by the grading deadline for the session in which the class was offered; a grade change is required.</td>
</tr>
<tr>
<td>SNC</td>
<td>Satisfactory completion; a permanent grade indicating equivalent work of C or better in a course bearing no credit.</td>
</tr>
<tr>
<td>UNC</td>
<td>Unsatisfactory completion; a permanent grade indicating equivalent work of less than C in a course bearing no credit.</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory completion; a permanent grade indicating equivalent work of C or better in a credit bearing, competency-based course.</td>
</tr>
<tr>
<td>SY</td>
<td>Satisfactory completion; a permanent grade indicating equivalent work of C or better in the first term of a series of year-long courses, where grades are assigned only in the final course in the series.</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory completion; a permanent grade indicating equivalent work of less 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>Withdrawn-Official; 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>
</tbody>
</table>

Clarification of Grades

ADW Grade

The ADW grade indicates that the student was withdrawn from the course for administrative reasons, as determined by approved personnel of the university, including, but not limited to the dean, or members of a committee involved in a formal hearing and/or an appeal process. Submission of this grade requires a last date of attendance.

Any student who is administratively withdrawn from the university will receive this grade in all classes for the term/session. Likewise, any student who is administratively withdrawn from a single class, will receive this grade in the class. Administrative withdrawal is an action normally taken by the
This is a permanent grade and cannot be changed or overwritten, except as described in the ADW section above.

This withdrawal is initiated by students, before the deadline, as outlined in the Academic Calendar (http://bulletin.marquette.edu/undergrad/academiccalendar).

This grade is added by the college office of the college offering the course via the Grade Change form located in the Faculty Center of CheckMarq. This grade must be approved and entered on the student's record prior to the deadline to remove the I grade, as indicated in the Academic Calendar.

IE Grade
This grade must be initiated by the student and approved by the instructor prior to the end of the session in which the class is offered and must be assigned by the instructor prior to the final grading deadline for the term/session in which the class is offered. The student must have a circumstance beyond his/her control in order to be assigned this grade. In addition, the student's performance in the course must merit this exception, otherwise, the instructor must assign a grade that reflects both the quality of the work completed and the significance of the work/exam that has not been completed. This grade will not be assigned after the session in which the class is offered has ended. Submission of this grade requires a last date of attendance.

This grade is cleared through the college office of the college offering the course. If not cleared or changed to the grade of IE by the date specified in the Academic Calendar (http://bulletin.marquette.edu/undergrad/academiccalendar) the grade will automatically become a permanent grade of F. Because these grades denote that the student did not fulfill all course requirements and/or the final exam, the university views these grades with the same seriousness as the grade of F.

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

IC Grade
This grade is not the result of any action or inaction by the student. This grade will be changed to a permanent grade by the faculty at the time the course is completed and no initiation is needed by the student. The permanent grade must be assigned within one year of the assigned IC grade.

IE Grade
This grade must be approved and entered on the student's record prior to the deadline to remove the I grade, as indicated in the Academic Calendar. This grade is added by the college office of the college offering the course via the Grade Change form located in the Faculty Center of CheckMarq. (https://checkmarq.mu.edu/psp/sa9prod/EMPLOYEE/HRMS/?cmd=logout) The grade is cleared by that same office. If not cleared by the date specified in the notification provided to the student at the time of the extension, the grade will automatically become a permanent grade of F.

UW Grade
This withdrawal is initiated by the faculty or college office when 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, denial of readmission, external institutions/entities viewing these grades as failing grades, loss of eligibility for certain scholarships and/or financial aid, loss of full-time status and/or loss of a refund. Refund calculation for this grade will be based on the date the University is first informed of the non-attendance.

W Grade
This withdrawal is initiated by students, before the deadline, as outlined in the Academic Calendar (http://www.marquette.edu/mucentral/registrar/cal_index.shtml). This grade will not be assigned after the session in which the class is scheduled has ended. Submission of this grade requires a last date of attendance. This is a permanent grade and cannot be changed or overwritten, except as described in the ADW section above.
Students assume responsibility for all consequences of this grade. These consequences may include, but are not limited to: a delay in graduation, denial of readmission, external institutions/entities viewing this grade as failing, 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 will not be assigned after the session in which the class is scheduled had ended. WA grade will always be assigned if the withdrawal is initiated prior to the deadline to withdraw for the class in which a session is scheduled, as outlined in the Academic Calendar. 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 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.

**WF Grade**

This grade is assigned under two circumstances and will be 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 will not be permitted after the session in which the class is scheduled has ended. Submission of this grade requires a last day of attendance. 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.

**Graduation Requirements**

Students are required to graduate at the end of the term in which all degree requirements are completed. Degree requirements are only those requirements, including university, college and all other requirements necessary to earn one undergraduate degree and the primary major attached to that degree. Additional majors/minors may be earned, but they must be completed in the same term as the degree/primary major is completed. Undergraduate students must meet the graduation requirements which are stated in the Undergraduate Bulletin issued for the year in which they entered Marquette. Substitutions or waivers for specific courses required for degree completion may occur, as determined by the college.

Students whose enrollment is interrupted for two or more consecutive terms, excluding summer, must meet the requirements in the bulletin issued for the year in which they return to the university. Students are responsible for keeping themselves informed of the requirements which apply in their particular cases. Every student has faculty advisers available who will assist in planning and implementing the student’s plan of studies; however, it is ultimately each student’s responsibility to know and fulfill the requirements for graduation specified for the selected plan. This should be done not only by utilization of specific advisers, but also with Academic Advisement, the University’s online degree audit tool on CheckMarq provided to all undergraduates. With Academic Advisement, students can track their degree progress until graduation. It is the responsibility of the student to immediately bring any discrepancies found in Academic Advisement to the attention of the college.

A candidate for a baccalaureate degree must meet the following graduation requirements:

1. In all undergraduate colleges and programs a minimum of 120 credits and a cumulative grade point average of 2.000 must be earned for graduation.

2. For additional college requirements, see individual colleges, as indicated below:

   - College of Arts and Sciences (http://bulletin.marquette.edu/undergrad/helenwayklinglercollegeofartsandsciences/graduationrequirements)
   - College of Business Administration (http://bulletin.marquette.edu/undergrad/collegeofbusinessadministration/graduationrequirements)
   - College of Communication (http://bulletin.marquette.edu/undergrad/jwilliamandmarydiederichcollegeofcommunication/graduationrequirements)
   - College of Education (http://bulletin.marquette.edu/undergrad/collegeofeducation/graduationrequirements)
   - College of Engineering (http://bulletin.marquette.edu/undergrad/collegeofengineering/graduationrequirements)
3. A minimum of 60 Marquette credits, or credits earned in an approved study abroad program, are required to earn a Marquette undergraduate degree.

4. For students admitted in Summer 2010 or beyond, the final 30 credits needed to complete a Marquette undergraduate degree must be earned as Marquette credits, unless those credits are earned in an approved study abroad program; for students admitted prior to Summer 2010, 30 of the final 36 requirements needed to complete a Marquette undergraduate degree must be Marquette credits, unless these credits are earned in an approved study abroad program.

5. A minimum of 32 upper-division Marquette credits, or upper-division credits earned in an approved study abroad program, are required to earn a Marquette undergraduate degree.

6. A minimum of 15 Marquette credits in the major are required to earn a Marquette undergraduate degree.

7. The student must attend any course, lectures, or any other exercises which may be required, even though such activities receive no recognition in terms of credit hours.

8. The student's record must be cleared of all grades that are not permanent, i.e., grades of I, IC, IE and NG.

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

10. Commencement is held in May, after the spring term. Participation in commencement does not mean the student has graduated. See the Commencement Policy in this section for further details.

11. Exceptions to this Graduation Requirements policy must be approved by the Office of the Provost, except:
   - the course and bulletin year exceptions listed in the 'Graduation Requirements' section above (as approved by the college)
   - number 7 above (as approved by the college)

Graduation Honors
The grade point average is used to compute graduation honors. The computation is made by dividing the total number of grade points earned at Marquette University by the total number of grade point hours earned. The official Marquette GPA of all students is calculated by the student information system and this GPA will not be rounded up or down for any reason. To graduate with honors, a candidate must be pursuing his/her first bachelor's degree, have earned at least 60 grade point hours and 60 degree hours at Marquette University, normally as a junior and senior.

A graduate whose grade point average is 3.500, graduates cum laude (Latin for 'with honor'); one whose grade point average is 3.700, graduates magna cum laude (Latin for 'with great honor'); and one whose average is 3.900, graduates summa cum laude (Latin for 'with highest honor'). Graduation honors are recorded on diplomas, noted in the published lists of graduates at Commencement and recorded on the student's transcript.

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), major(s), minor(s), concentration(s), Latin Honors and academic censure.

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 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.

Major Declaration
Only degree-seeking students may declare a major. All degree-seeking students must have declared at least one major that is in the college from which the student is seeking the degree. This major associated with the degree is called the primary major. Students officially declare a major by means of the application for admission when they matriculate to the university in the Colleges of Communication, Education, Health Sciences and Nursing. Students in the colleges of Arts and Sciences, Business Administration and Engineering must officially declare a major before their junior year in the college and/or academic department that offers the desired major. All students who enter the university as an undeclared major, must officially declare a major within their college and/or academic department before their junior year. All students who wish to change a major, must do so by following the procedures in place in the college they currently reside and in the college and/or academic department that offers the desired major. No major may be declared
that is not in active status at the time of the declaration. Upon declaration of the major, the student shall be required to follow the current curriculum requirements in place at the time of the declaration, rather than those in effect at the time of admission. A minimum of 15 credits in the major must be taken at Marquette.

**Medical Withdrawal**

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

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

**Process**

A student who wishes to withdraw for health-related reasons must complete the Medical Withdrawal Request and Healthcare Provider Release forms located on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml). This must be done by the standard withdrawal deadline published in the Academic Calendar (http://www.marquette.edu/mucentral/registrar/cal_index.shtml). In addition, a licensed healthcare provider must submit a letter substantiating the condition and supporting the withdrawal. These forms must be submitted within the term of illness/injury. If the student is unable to participate in the medical withdrawal process and an official medical withdrawal is needed, the student’s college office, parent, spouse, partner, or other designee may do so on behalf of the student, once the incapacitation of the student is documented or power of attorney is provided. The university will not grant retroactive medical withdrawals of any kind for previous sessions/terms. In addition, all previously graded courses at the time of the request will remain on the student’s record, regardless of the session/term in which the courses were taken. A student who takes a standard withdrawal during the term may not convert that standard withdrawal to a medical withdrawal at any time.

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

Federal financial aid regulations require the University to submit notification of all changes in status (full-time to half-time, etc.), to the U.S. Department of Education via the National Student Loan Data System within a certain period-of-time. The University therefore reserves the right to withdraw a student from a class or classes when it is evident the student did not start the class (grade of UW); stopped attending the class (grade of WA); or, due to incapacity must be withdrawn from the class (grade of W). This policy is in effect for all students, regardless of any financial aid award.

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

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

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

**Medical Withdrawal Committee**

The Medical Withdrawal Committee is comprised of five to six members. Permanent voting members include representatives from the Counseling Center, Student Health Services, Marquette University Medical Center, an undergraduate college representative from the Committee on Academic Procedures and a Health Sciences Professional representative, as needed. In addition, there are two ex-officio members on the committee; a representative from the Office of Student Financial Aid and the Office of the Registrar. The Medical Withdrawal Committee reserves the right to consult with individuals from the student’s college office, as well as additional personnel, the Counseling Center, Marquette University Medical Center and/or Student Affairs on a case by case basis. The Medical Withdrawal Committee will carefully review each request for medical withdrawal and determine the action to be taken, including any refund, if appropriate. An approved medical withdrawal will exempt a student from academic censure, though a student may still be subject to review by the Office of Student Financial Aid as required by federal financial aid regulations. It should be noted a medical
withdrawal will result in a registration hold placed on the student’s record until such time he/she is cleared to return. (See the Return to the University after Medical Withdrawal section below).

**Medical Withdrawal Committee’s Determination**

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

If a student's request for an official medical withdrawal is completed after the deadline to withdraw in the session/term in which the class is scheduled, the committee may consider the request, depending on the gravity of the situation as outlined in the documents provided. If this request is denied, the W grade will not be given, but rather the student should consult the faculty of each course to determine the appropriate grade for the course.

**Medical Withdrawal Appeal**

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

a. The Medical Withdrawal was not fairly followed.

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

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

**Return to the University after Medical Withdrawal**

The Medical Withdrawal Committee must approve a student’s return to the university and the student’s college must subsequently approve readmission to the college (if applicable). Approval to return to the university following a medical withdrawal is not guaranteed. Because of the documentation required, and the various decisions that must be made by university officials, it is necessary that the process to return, as outlined above, begin well in advance of the session/term in which the student wishes to re-enroll. At a minimum, all required forms and documentation must be submitted no later than 30 days prior to the start of the session/term in which the student desires to return to the university. Failure to meet the 30-day deadline may result in deferment of medical clearance and readmission.

<table>
<thead>
<tr>
<th>Grade(s) Issues</th>
<th>Standard University Withdrawal*</th>
<th>Medical Withdrawal*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal (W) grades for each course in the semester with the exception of any courses in which final grades have already been posted, or the grade of ADW (administrative withdrawal) is warranted.</td>
<td>Withdrawal (W) grades for each course in the semester with the exception of any courses in which final grades have already been posted, or the grade of ADW (administrative withdrawal) is warranted.</td>
<td></td>
</tr>
</tbody>
</table>

| Official Transcript | No notation on the transcript | No notation on the transcript |

| Tuition Refund | Follows normal withdrawal schedule, as posted on the Marquette Central website. | Slightly extended refund schedule.; No refund provided after the tenth week of the term. |

| Academic Censure | Student is subject to the university censure (RWAR) and college academic censure (probation and CAA). | Student is not subject to university academic censure (RWAR) or college academic alert censure (CAA). |

| Financial Aid | Student is subject to financial aid satisfactory academic progress (SAP) requirements.; Any additional financial aid implications (loan repayment, scholarship eligibility, etc.) are based on the student's aid package and should be confirmed through Marquette Central. | Student is subject to financial aid satisfactory academic progress (SAP) requirements.; Any additional financial aid implications (loan repayment, scholarship eligibility, etc.) are based on the student's aid package and should be confirmed through Marquette Central. |
Withdrawal Paperwork

Withdrawal from All Courses and/or the University form.

Medical Withdrawal form, which includes:
- student's personal statement outlining the rationale for the request;
- and a licensed health care provider's statement on letterhead confirming the need for withdrawal and dates of the medical condition.

Eligibility for return to MU

Student is eligible to enroll in the term immediately following, unless he/she is subject to academic or other censure.

No paperwork is required.

If student stops out more than 2 terms, excluding summer, see the Readmission section of this bulletin.

Student is not eligible to return to the university in the term immediately following the medical withdrawal (including summer).

Submission of required paperwork at least 30 days prior to return. Paperwork includes the Medical Withdrawal Return to Marquette University form, Healthcare Provider Report forms, and Request for Readmission.

* After close of registration.

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

Military Call to Active Duty or Training

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

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

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

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

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

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

GUIDING PRINCIPLES FOR A DEPLOYMENT OR TRAINING ORDER OF TWO WEEKS OR LESS:

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

STUDENTS RESPONSIBILITIES:

1. Notify each faculty member of the reason for the absence and the dates of the deployment or training.
2. Be prepared to provide each faculty member with a copy of the deployment or training order.
3. Be cognizant via the syllabus, of the dates of all major exams, due dates for paper or project submissions, dates of field trips and other mandatory class-related activities.

4. Discuss a plan to make-up any missed coursework with the faculty.

5. Abide by that plan and notify the faculty if circumstances change that will not allow the completion of the plan.

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

These students have the same options as described in number 5 below.

DEPLOYMENT OR TRAINING CALL-UP DURING A TERM, FOR A DURATION OF MORE THAN TWO WEEKS, AND BEFORE THE LAST DAY TO WITHDRAW FOR THE TERM:

1. The Military Active Call to Duty Notification form is submitted, as per instructions on the form.

2. A copy of the deployment or training order is provided with the form.

3. Once the form and the order is provided, students will be withdrawn from all classes, with a W grade assigned and receive:
   - 100% tuition refund
   - 100% course fees refund
   - Pre-paid meal card and residence hall refunds will be pro-rated, based on date of the withdrawal.
   - A transcript notation as to why the withdrawal occurred.

4. These students will not be subject to Academic Censure for the term in which they were deployed/called up.

DEPLOYMENT OR TRAINING CALL-UP DURING A TERM, FOR A DURATION OF MORE THAN TWO WEEKS, AND AFTER THE LAST DAY TO WITHDRAW FROM THE TERM:

1. With permission of the faculty, a grade of incomplete may be assigned.
   - If an incomplete grade is assigned, no refund of tuition or course fees will be allowed and the grade will be assigned during final grading for the session in which the course is offered.
   - A notation as to why the incomplete grade was assigned will be placed on the transcript.
   - Upon return, no tuition or course fees will be charged to the student in order to complete the work required to remove the incomplete grade.
   - The deadline to remove any incomplete grade will be the deadline to remove an incomplete grade in the term following these students’ return from service, as indicated in the Academic Calendar.
   - These students will not be subject to Academic Censure for the term in which they were deployed/called up.

2. If permission is not given by the faculty for an incomplete; the student will be withdrawn from classes (W grade) and the withdrawal policy, as described in Section 3 applies.

FINANCIAL AID IMPLICATIONS OF THE STUDENT’S DECISION:

1. Financial aid and payments received by these students for the term will be refunded to the source, as per the Office of Student Financial Aid policies.

2. Students who have received a refund from financial aid sources will be expected to repay the financial aid according to the terms of any promissory notes they have signed. The same standards that are applied to students who have an outstanding tuition balance with the University will be applied to those called up for military duty.

3. In addition, the University will adhere to the guidance offered by the U.S. Department of Education regarding students who have received a Federal Perkins Loan or Federal Nursing Loan.

4. Students will need to contact their lender to request a loan deferment.

ACTIONS UPON RELEASE OR ANTICIPATED RELEASE FROM ACTIVE MILITARY SERVICE:

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

1. Submission of the Return from Military Duty form and any required documents are to be submitted immediately.

2. Student may not attend classes until this form has been processed and the student is notified.

3. The readmission form is not required.

4. Students are expected to make up the coursework that was missed and the college and/or faculty are expected to facilitate this make-up work, as needed.

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

1. Submission of the Return from Military Duty form and any required documents are to be submitted by the deadline for readmission in the Academic Calendar.

2. Student may not attend classes until this form has been processed and the student is notified.

3. The readmission form is not required.
4. The readmission form is not required and students will be readmitted, as long as they left the University in good academic standing.

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

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

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

- In this case, readmission is not guaranteed.

VA Educational benefits

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

Minor Declaration

Only degree-seeking students may declare a minor. Students officially declare or change a minor after enrolling in the university by means of a Minor Request/Update form located on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrars/policy_forms.shtml). In order to receive appropriate advising and complete the requirements, the minor should be declared by the junior year. No minor may be added to a student’s record unless the student is degree-seeking and until a student has first declared a primary major in his/her college. In addition, a minor that is not in active status at the time of the declaration may not be added to a student’s record. Upon declaration of the minor, the student normally would be required to follow the current curriculum requirements in place at the time of the declaration, rather than those in effect at the time of admission. A minimum of 9 credits in the minor must be taken at Marquette.

Non-degree Students

1. Non-degree undergraduate students are eligible to take only undergraduate courses, and only if qualified to take the course.
2. Non-degree students may not earn a degree, major, minor or specialization.
3. All University academic regulations in this bulletin apply to all non-degree undergraduate students.
4. Non-degree students may register for a maximum of seven credits each term. Written authorization from the college into which non-degree students are admitted is required for an exception to this limit. When requesting an exception, non-degree students may be required to present transcripts and other documents for evaluation.
5. Ordinarily, non-degree students may accumulate a maximum of 24 credits at Marquette. Authorization from the college into which non-degree students are admitted is required before students may exceed this limit. However, twenty-four credit hours earned at Marquette University on non-degree status is the maximum that may be applied toward a degree in all disciplines with the exception of nursing, in which only 12 credit hours may be applied.
6. The university’s policy and procedures governing academic censure outlined in this bulletin apply to non-degree students and are exercised as necessary by the University and/or colleges. Non-degree students are expected to maintain satisfactory academic progress at Marquette University. The student’s progress in these areas is monitored regularly by the Academic Censure Committee of the University and/or the college office into which the non-degree student is admitted.
7. With the exception of those undergraduate non-degree students taking qualified pre-requisites in order to enter a graduate or professional program, non-degree students are not eligible for federal financial aid.
8. Test and/or transfer courses/credits are not applied to non-degree students’ records. In order to have any test or transfer courses accepted by the University, non-degree students must apply to be degree-seeking.
9. Non-degree students who wish to become degree seeking, must apply via the Undergraduate Office of Admissions and are held to all of the requirements outlined in the Admission and Readmission to the University (http://bulletin.marquette.edu/undergrad/admissionprocedures) section of this bulletin.

- Normally, students who are accepted and enroll with non-degree status must complete at least 12 credits before applying for degree status.
- A 2.000 grade point average in Marquette University course work is a minimum requirement to be considered for degree status.
Readmission

Readmission to Marquette University is required for any former student who wishes to return to the university to complete a first bachelor's degree, pursue an additional bachelor's degree or take courses for professional development. Readmission will not be considered for any former student with an outstanding balance of $3,000 or more already owed the university, or who has an active Student Affairs/Development or Office of the Registrar hold on his or her record. In all cases the student must be fully readmitted to the university prior to the term/session in which he/she wishes to register (see the Academic Calendar (http://bulletin.marquette.edu/undergrad/academiccalendar) for published deadlines).

For additional policy information, see the complete Readmission policy in the Admission and Readmission to the Undergraduate Colleges (http://bulletin.marquette.edu/undergrad/admissionprocedures/#readmissiontotheuniversity) section of this bulletin.

Registration

Advising is required for all students in most colleges prior to registration each term. Students who register for course work without adviser approval assume full responsibility for their registration. Courses that do not satisfy the requirements of their plans of study will not be applied toward the degree.

Students complete class online registration via Marquette's CheckMarq (http://checkmarq.mu.edu) system. Students are responsible to ensure that their course schedule for each term/session accurately reflects the classes he/she plan to attend. Students may not attend classes in which they are not officially registered. Students must be registered by the deadline to register for each session, as outlined in the Academic Calendar (http://bulletin.marquette.edu/undergrad/academiccalendar). The university does not retroactively register students for courses after the deadline to register for a session, or after a term is completed and reserves the right to deny credit to any student who fails to officially register in any course within these time limitations. All 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 for all officially registered courses, regardless of attendance.

Students who do not plan to attend the university are responsible for dropping classes through CheckMarq, before the end of registration for the session/term and notifying their respective college office. All courses for which a student is officially registered as of the close of registration are subject to fee assessment and payment and as such, will appear as part of the student’s permanent record even if the student does not attend any sessions of the class. To avoid unnecessary fee charges and unnecessary courses with punitive grades on the student’s permanent record, it is the student’s responsibility to review his/her official registration prior to the end of registration to ensure it accurately reflects the courses the student plans to be enrolled in.

A 50 percent discount on tuition (only) is available to individuals 62 years of age and older taking undergraduate and graduate courses for credit and/or audit. This opportunity is offered to students who have the proper background and prerequisite of the course(s) in question.

Registration in Graduate Courses

An undergraduate degree-seeking senior may register for a graduate course if the student has a B (3.000) or better average, his/her current program is such as to allow for involvement in graduate level work and the Graduate School approves of the registration. To register for a graduate course, an undergraduate student must complete the Permission to Enroll in a Graduate Course form, available on the Graduate School forms website (http://www.marquette.edu/grad/forms_index.shtml). The student is responsible for securing the necessary signatures (including the dean of his/her undergraduate college or school and the course instructor), returning the completed form to the department offering the course, then registering for the course using the CheckMarq system and the permission number provided.

Undergraduate degree-seeking students taking graduate level courses or cross-listed (5000 numbered) courses with the intention of transferring the credits to a graduate program must be graded according to Graduate School standards. Courses may not be graded using the CR/NC, S/U, SNC/UNC or AU (audit) unless that is the only grading option available for the course.

There is no limit to the number of graduate courses/credits an undergraduate degree-seeking student may take, with his/her college approval; however, there are limitations on how many credits can be double-counted and how many credits will be accepted into a Marquette graduate program. For information on transferring credits to a Marquette graduate program see the Graduate Bulletin.

Reinstatement to the University

A student who is academically dismissed (RWAR - required to withdraw for academic reasons) at the end of a term may appeal the decision in writing to the original college or, if desired to a new college. If the appeal is granted for the term immediately following the dismissal (or, in the case of the spring term, for the fall term), the student is not required to apply for readmission. The student will be automatically reinstated to the university on probation status. The official transcript will reflect both the academic dismissal and the reinstatement on probation.

A student who is academically dismissed at the end of a term and leaves the university for one or more terms must apply for readmission and, as part of the readmission application, request reinstatement to the university via the Academic Censure appeal process. If the return to the university is approved, the official transcript will reflect both the academic dismissal and the reinstatement on probation.

Repeated Courses

Undergraduate students who repeat a course, may do so under certain conditions:
1. Courses in which a passing grade is earned may be repeated only once.
2. The repeated course is taken at Marquette.
3. The repeated course is identical to the original course in subject, catalog number, title, subtitle and credits.
4. The repeated course is graded with the same grading options as the original, e.g., students may not exercise the CR/NC option for a repeated course, unless it was originally taken with this option.
5. The course has not been used toward the degree requirements of a Marquette degree that is already posted to the student’s record.
6. Courses in which a grade of ADW, AU, AUA, F, NC, W, WA, WF, UW, U, UNC or UY has been earned may be repeated until a passing grade is assigned; once the passing grade has been assigned, that course may be repeated only one more time, regardless of the grade earned.
7. A passing grade is sufficient to complete the degree requirements of the university grading policy, in order to earn credit for a course, or considered satisfactory work. Passing grades are Marquette grades: D or above, CR, S, SNC or SY (See Grading System in this bulletin).
8. As an exception to the regulation, these courses allow unlimited repeats: colloquiums, continuation placeholder, co-ops, independent study/research, internships, practicums/clinicals/field work experience, seminar/reading, studio/workshops, study abroad and variable title courses (e.g., topics).

Credit hours earned in a repeated course, other than #8 above, are only awarded once; however, all previous courses and grades remain on the student’s permanent academic record. The last grade earned is included in the cumulative GPA and the grade in the original course is excluded from the cumulative GPA calculation. The cumulative GPA is adjusted at the time the repeated course is graded. If a student receives an ADW, AU, AUA, W, WA or UW in the repeated course, the earlier grade will remain in the cumulative GPA. If a student repeats a course that was transferred to Marquette, only the Marquette course/grade will be reflected in the total credits earned and the cumulative GPA.

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

**Residency at Marquette**

Residency is defined as the number of courses or credits a student must earn at an institution in order to be awarded a degree from that institution. Residency at Marquette for all undergraduate students is this: 1) a minimum of 60 Marquette credits, or credits earned in an approved study abroad program, are required to earn a Marquette undergraduate degree; 2) for students admitted in Summer 2010 or beyond, the final 30 credits needed to complete a Marquette undergraduate degree must be Marquette credits, or credits earned in an approved study abroad program; for students admitted prior to Summer 2010, 30 of the final 36 requirements needed to complete a Marquette undergraduate degree must be Marquette credits, or credits earned in an approved study abroad program; 3) a minimum of 32 upper-division Marquette credits, or credits earned in an approved study abroad program, are required to earn a Marquette undergraduate degree; 4) a minimum of 15 Marquette credits in the major are required to earn a Marquette undergraduate degree. Any exception to this policy must be approved by the Office of the Provost.

**Second/Additional Bachelor Degree**

Students with a baccalaureate degree who wish to further their education are strongly encouraged to consider the option of graduate school, rather than pursuing an additional baccalaureate degree.

Additional bachelor degree students who have earned a bachelor's degree at Marquette must be readmitted to the university to pursue another baccalaureate degree (See the Readmission to the University (http://bulletin.marquette.edu/undergrad/admissionprocedures/#readmissiontotheuniversity) section of this bulletin).

Students who have earned their baccalaureate degree at an institution other than Marquette and wish to pursue an additional baccalaureate degree from Marquette are admitted via the Undergraduate admissions process (http://bulletin.marquette.edu/undergrad/admissionprocedures). Students who are currently pursuing a first bachelor's degree, may, with the written approval of the college of the student and the college offering the degree, concurrently enroll in two bachelor degree programs. Students fill out the Undergraduate Add/Drop a Concurrent Second Degree form, located on the MU Central website, to facilitate this process. If approved, a degree plan must be provided by the college to the Office of the Registrar. The plan must delineate clearly which courses will apply to the first degree and which apply to the second degree and all other conditions specified in the Additional Bachelor's Degree admission section (http://bulletin.marquette.edu/undergrad/admissionprocedures/#admissionasanadditionalundergraduatedegreestudent) of this bulletin apply. To earn concurrent degrees, the university, degree, primary major and all other requirements attached to each degree/primary major must be completed during the same term. For those students who do not complete the requirements for both degrees/primary majors in the same term, the unearned additional degree/major must be withdrawn; and, if the student desires to complete the second degree/major, the student must be readmitted as a second bachelor degree student, and all requirements for the additional degree/major apply. (See the Readmission (p. 25) section of this bulletin)

**Second Language Course Placement**

Students in the Klingler College of Arts and Sciences, international business majors in the College of Business Administration, College of Education and speech pathology and audiology majors in the College of Health Sciences must satisfy a second language requirement for graduation. This may be
accomplished by placement, course work or both. The goal of the Department of Languages, Literatures and Cultures (http://www.marquette.edu/fola) is to place students in the most appropriate level of second language study based on their previous exposure to the language.

**Second Language Requirement**

The following procedures have been established by the Department of Languages, Literatures and Cultures for placement in second language courses:

1. Students who have never studied the language, or who are beginning the study of a new language, do not have to take a placement examination. They should register for an Elementary Language course numbered 1001.

2. Students who have earned high school credit in Chinese, French, German or Spanish, and who plan to continue with the study of that language, must take the placement examination (http://www.marquette.edu/fola/webcape.shtml) to determine placement in the appropriate course.

3. SPAN 1001 Elementary Spanish 1 is limited to new language learners or those who have studied the language less than two years. Even if placed in SPAN 1001 Elementary Spanish 1, students that have studied two or more years of the language at the high school level, must register for the SPAN 1003 Intensive Elementary Spanish, if they plan to continue study in that language. Students can register for a higher-level class if they choose. If CheckMarq does not allow access to a higher-level class contact the Department of Languages, Literatures and Cultures (http://www.marquette.edu/fola).

4. Students who have completed two years or less of Arabic, Chinese, Classical Greek, Latin or Italian in high school, and who plan to continue with the study of one of those languages, should register for the Elementary Language course numbered 1001. Students with three years or more of high school study in Arabic, Classical Greek, Latin or Italian must complete a language survey (http://www.marquette.edu/fola/webcape.shtml) and register for the Intermediate Language course numbered 2001. Students should consult with the Department of Languages, Literatures and Cultures (http://www.marquette.edu/fola) if they have any questions regarding the placement in these levels.

5. Students who are native or near-native speakers of Arabic, Chinese, French, German, Italian or Spanish are not eligible to register in the elementary or intermediate levels of their native language for credit. Registration in these courses may result in no credit being awarded for the course. Students should consult with the Department of Languages, Literatures and Cultures (http://www.marquette.edu/fola) before registering for an advanced second language course. Native speakers of other languages should consult with the records office in their college regarding possible exemption from the second language requirement.

6. Students who are native or near-native speakers of Chinese, French, German or Spanish, and who plan to continue advanced study of that language, must first take the placement examination (http://www.marquette.edu/fola/webcape.shtml) in that language to determine the level of proficiency. After taking the examination, students must consult with the Department of Languages, Literatures and Cultures (http://www.marquette.edu/fola) before registering for an advanced second language course. Native speakers of other languages should consult with the records office in their college regarding possible exemption from the second language requirement.

7. Students who have spent six weeks or more studying in a Chinese-, French-, German- or Spanish-speaking country must take the placement examination (http://www.marquette.edu/fola/webcape.shtml) and consult with the Department of Languages, Literatures and Cultures before registering for a second language course.

8. Any new students who have college credit for a second language course from another university (including Cooperative Academic Partnership Program (CAPP) courses in high school) must have their transcripts sent to the Office of Undergraduate Admissions (http://www.marquette.edu/explore) as a part of the application process. Questions regarding the transfer of second language credit can be directed to the student's college office. Questions regarding registration for a subsequent course can be directed to the Department of Languages, Literatures and Cultures (http://www.marquette.edu/fola). Students with college credit in a second language should not take the placement examination since placement is determined by the college credit transferred.

9. Students who have taken the Advanced Placement Exam or the International Baccalaureate Exam and have received credit for a course in a second language or literature should refer to the Department of Languages, Literatures and Cultures’ website (http://www.marquette.edu/fola) for recommendations on the appropriate course for which to register.

The Department of Languages, Literatures and Cultures reviews the results of the placement examination in conjunction with other information, such as number of years that the language was studied, grades earned, etc. The department reserves the right to change the student’s placement in a course if it believes that the student has not been placed at the appropriate level, or in the most appropriate course based on the student’s exposure to the language. Students who believe they were misplace on the basis of the placement test score should consult the Department of Languages, Literatures and Cultures. Students may not place themselves, or change their placement without departmental approval. Registration in a course lower than the approved level may result in no credit being awarded for the course. Further information on the procedures and instructions regarding the placement examination can be found on the Department of Languages, Literatures and Cultures’ website (http://www.marquette.edu/fola).

**Placement Credit in Second Languages**

A student placed in an Intensive Intermediate course 2003 in French or Spanish, and who completes the course with a grade of B or better, may be eligible for four hours of placement credit. A student placed in French, German or Spanish 3001, and who completes the course with a grade of B or better, may be eligible for four hours of placement credit.

Placement credits are awarded in addition to the credits earned in the course. The grade awarded for the placement credit is a PC (Placement Credit) which is noted on the student’s transcript. These credits only count toward the total hours needed for graduation from Marquette, and cannot be used
toward the completion of a major or minor in the language. If the student is awarded the placement credits, they are noted on the transcript after the term in which the initial course was completed.

Course 2003
4 placement credits in FREN or SPAN 1003, in addition to the 4 credits earned in the 2003 course

Course 3001
4 placement credits in FREN or SPAN 2003, in addition to the 3 credits earned in the 3001 course
4 placement credits in GRMN 2001, in addition to the 3 credits earned in the 3001 course

Eligibility Requirements for Placement Credit:
1. The student must have earned the high school credits for the language in question from a U.S. high school.
2. The student may not be a native speaker or equivalent of the language, nor have resided in a country where the language is spoken for more than six months.
3. The student may not have college credit in the language (including Advanced Placement (AP) credit, credit by examination or transfer credit from another institution).
4. The student may not have previously audited a college course in the language or enrolled in, and then withdrawn from, a course in the language after the third week of the term.
5. This must be the first course in the language taken at Marquette.

Student Data Use and Privacy
The University has strict requirements for the protection of the student record and all data relating to the student experience, as outlined in the Student Educational Data Use and Privacy policy (http://www.marquette.edu/mucentral/registrar/faculty/StudentEducationDataUsePrivacy.shtml).

Study at Other Institutions
Students who plan to study at another institution must obtain written approval for each course prior to enrollment in the course. If prior approval is not obtained, the university reserves the right to not accept the credits earned at the other institution. External Transfer Course Request (http://www.marquette.edu/mucentral/registrar/documents/Form-UndergraduateTransferCoursePreapproval.pdf) forms can be found on the Marquette Central website (http://www.marquette.edu/mucentral).

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

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

Transfer to another Undergraduate College within the University (Internal Transfer)
The various colleges of Marquette University operate under the jurisdiction of separate deans. Therefore, enrolled students wishing to transfer from one college to another must submit a formal Application for Internal Transfer located on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml). Various criteria may be considered by the colleges during review of the student’s request to transfer colleges, including, but not limited to: current Grade Point Average, cumulative Grade Point Average, prior academic record and prior academic misconduct issues. This internal transfer decision is at the discretion of the dean/dean designee and the decision of the dean/dean designee is final. If the application for internal transfer is approved, the student will be governed by the degree requirements of the college into which the transfer is made and normally the degree requirements in effect at the time of the internal transfer. Because Marquette conducts an early registration which begins several months prior to the start of each term, it is to the student’s advantage to apply and be admitted to the transfer college as early as possible. A completed application must be submitted, as per the instructions on the form, no later than one week before the start of the session for which the student wishes to enroll. The College of Nursing has alternative deadlines. The internal transfer deadlines are found on the Academic Calendar. (http://bulletin.marquette.edu/undergrad/academiccalendar)

Note: A student who is academically dismissed at the end of the spring term and seeks to transfer to another college within the university for the immediate fall term, must appeal the dismissal to the new college. For more information see the Academic Censure (p. ) policy in this bulletin.

Transfer Course/Credit Policy
Marquette students who wish to take classes at another institution must have the courses approved by their home college office prior to attending that institution. If prior approval is not obtained, the university reserves the right to determine a course award based on the current established course equivalent, or to deny the credit altogether. Failure to obtain pre-approval, as outlined by the policy, also means that any appeal of the award given will not be reviewed. Without this pre-approval there is no guarantee that the courses/credits will be accepted toward the Marquette degree requirements. Students taking courses/credits at another institution with the plan to transfer those courses/credits into Marquette are bound by the
Transcripts-Official

A transcript is a complete and unabridged copy of all academic work attempted while matriculated at Marquette, with the exception of transfer credit taken elsewhere. Transfer and test credits accepted toward a Marquette degree are recorded on the student record; however, the grades earned are not displayed on the Marquette transcript and are not calculated into the Marquette GPA. Course and grade information contained on the transcript is released only upon written consent from the student, as required by the federal Family Educational Rights and Privacy Act of 1974, or as required by law. Further information can be found in Marquette’s FERPA policy on the Marquette Central academic policies page (http://www.marquette.edu/mucentral/registrar/policy_ferpa.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 completed at another institution.

Official transcripts are delivered in two ways and are sent directly from another institutions’ record/registrar office to Marquette’s Office of the Registrar, or the appropriate admissions offices of the University, as part of the application process:

1. Printed on security paper and arrive via U.S. Mail.
2. Delivered electronically via a secured third party method that has been verified by the sending institution.

All other transcripts are considered unofficial and will not be accepted or processed. When an official transcript is received for a continuing student by the Office of the Registrar, the transcript will be submitted for review to determine if the courses and/or credits are transferable to Marquette. The appropriate admissions offices will determine if any degree, diploma and/or certificate or transfer credit is applicable to the program in which the student has applied.

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

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

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

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

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

5. Required to Withdraw for Professional Integrity Reasons:  Student was dismissed due to lack of integrity in a professional setting, such as a clinical or field placement. "Required to Withdraw for Professional Integrity" appears on both unofficial and official transcripts. If the student is allowed to return after this dismissal, “Reinstated to University” will permanently appear on transcript.

6. Required to Withdraw for Professional Performance Reasons:  Student was dismissed due to poor performance in a professional setting, such as a clinical or field placement. "Required to Withdraw for Professional Performance" appears on both unofficial and official transcripts. If the student is allowed to return after this dismissal, “Reinstated to University” will permanently appear on transcript.

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

Withdrawals

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

A student who drops any class before the end of the last day to register for the session in which the class is scheduled, will have the class removed from the academic record. Once the last day to register for the session has passed, as published in the Academic Calendar (http://bulletin.marquette.edu/undergrad/academiccalendar), classes will remain permanently on the record and may not be removed. Once a permanent grade is assigned, it will not be changed except in cases of institutional error or policy requirements. Students will not be withdrawn after the session for which a class(es) is scheduled has ended.
Students assume responsibility for the consequences that ensue as a result of any withdrawal grade. These consequences may include but are not limited to: a delay in graduation, denial of readmission, external institutions/entities viewing these grades as failing, loss of eligibility for certain scholarships and/or financial aid, loss of full-time or part-time status and/or loss of a refund.

Federal financial aid regulations require that the University submit notification of all changes in status by students (full-time to half-time, etc.) to the U.S. Department of Education via the National Student Loan Data System within a certain period-of-time. The University therefore reserves the right to withdraw a student from any class when it is evident the student did not start the class (grade of UW); stopped attending the class (grade of WA or WF, as appropriate—see Grading section above); or, due to incapacity, must be withdrawn from the class (grade of W). This policy is in effect for all students, regardless of any financial aid award.

Failure to officially withdraw from classes, or the University, according to established deadlines in the Academic Calendar, (http://bulletin.marquette.edu/undergrad/academiccalendar) the procedures referenced below and the timelines, as published by the Bursar’s Office (http://www.marquette.edu/mucentral/bursar/withdrawal_index.shtml), will not relieve the student of responsibility to pay for any tuition/fees owed for such classes. In addition, the student’s financial aid may be adjusted as required by federal and state refund calculations and institutional policy based on the official withdrawal date. The student’s withdrawal will be reported to the National Student Loan Data System should any loan deferments need to be canceled at the time of withdrawal. Finally, the date on which all withdrawal forms are submitted to the University will be the date used for any refund calculations.

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

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

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

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

From the University
A student who is enrolled for one or more classes and decides to withdraw from all of them in a given term (even if enrolled in just one class), or decides to discontinue his/her study at Marquette after a term is complete, must formally withdraw from the university. The withdrawal process is accomplished via the Withdrawal for All Students form or the official Medical Withdrawal (p. 20) forms and process, depending on the circumstance necessitating the withdrawal. These forms are located on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml).

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

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

Medical
Refer to the Medical Withdrawal Policy (p. 20) above.