Academic Regulations

Students in the College of Nursing are expected to comply with the academic requirements and regulations listed in the university section (http://bulletin.marquette.edu/undergrad/academicregulations) of this bulletin and with all policies and procedures set forth in the College of Nursing Undergraduate Student Handbook (http://bulletin.marquette.edu/undergrad/collegeofnursing/academicregulations/2016-2017_Undergraduate_Handbook.pdf).

Academic Dismissal/Probation/Academic Alert (CAA)

Academic Dismissal
The College of Nursing adheres to the University Academic Censure Policy. (http://bulletin.marquette.edu/undergrad/academicregulations/#academiccensureprobationdismissalacademicalert)

College Academic Probation
Undergraduate students in the College of Nursing may be placed on academic probation for the following:

- A single term grade point average below 2.500
- One withdrawal due to failing from a required nursing, HEAL or cognate course.
- One grade of F or failure to meet the minimum course grade requirement in any course during a single term.
- Failure to enroll in courses per established plan of study consistent with primary major, including major cognates.

College Academic Alert (CAA)

Students admitted to the College of Nursing are expected to meet college academic standards and maintain good academic standing. Academic performance is monitored carefully by the Undergraduate and Curriculum Subcommittee on Progression, and students either not maintaining steady progress or not demonstrating adequate achievement are barred from future registration by a College Academic Alert (CAA) registration hold.

The bases for a College Academic Alert include:

- grade point average (GPA) deficiency
- inadequate progress (This includes, but is not limited to, earning less than the required grades and/or withdrawing for academic reasons in two required courses. See Degree Progression Policies below for a comprehensive list of progression requirements.)
- grades of C-, D+, D, F, I, ADW, W, WA, WF, U, UNC or UW
- the violation of special conditions

Special conditions may be prescribed in writing at the time of the student’s admission, readmission or transfer into the college. Conditions may also be prescribed in writing in the case of a student whose course performance or failure to follow academic advice warrants such action. All students to whom conditions have been specified are subject to committee review and possible CAA restriction should they fail to fulfill the specified terms. It is possible that a student will be barred from registration for academic reasons even though the student’s cumulative GPA exceeds the College of Nursing’s minimum of 2.500. Students concerned about their academic progress should consult the college office.

Students placed on College Academic Alert status will be notified by letter or email of the committee’s decision and of the appeal process. If a student’s appeal is denied, the student may request to enroll in another college via the process outlined in the University Academic Censure Policy (http://bulletin.marquette.edu/undergrad/academicregulations/#academiccensureprobationdismissalacademicalert) in this bulletin, and if accepted, the CAA hold is removed after admission into the new college. Unless the CAA is removed via the individual colleges’ appeal process, the student may not register for courses at Marquette and may be dropped from any classes for future terms in which they are registered.

Degree Progression Requirements

The following general requirements must be met for progression into and throughout the nursing major.

1. A minimum grade of C in all required NURS and HEAL courses and in the following courses. Grades of C-, D+, D, F and WF are not acceptable.
2. A minimum grade of C in the following courses: BISC 1015 Principles of Human Anatomy and Physiology, BISC 1060 Chemistry for the Health Professions, BISC 2070 Biochemistry for the Health Professions, PHIL 2310 Theory of Ethics, PSYC 1001 General Psychology, PSYC 2101 Introduction to Life-Span Developmental Psychology for Nursing Students.
3. A minimum grade of D is required for all other required courses not listed above.
4. Students must maintain a term and cumulative GPA of 2.5 or higher; freshmen completing their first term must earn a term GPA of at least 2.0.
5. Any incomplete grade which is not removed by the required time (see Academic Calendar [http://bulletin.marquette.edu/undergrad/academiccalendar]) is changed to an F. See the University Incomplete Grades Policy [http://bulletin.marquette.edu/undergrad/academicregulations/#gradingsystem] in this bulletin.

6. A student who earns less than the required grades in one required course as defined in 1-3, withdraws from or takes audit status in one required course academic reasons as defined in 1-3, or falls below the minimum term or cumulative GPA as defined in 4 receives a warning letter and is placed on academic probation by the college.

7. A student who earns less than the required grades and/or withdraws from or takes audit status for academic reasons in two required courses will have a College Academic Alert (CAA) placed on his/her record. Once the alert is placed, the student is dismissed from the college but may appeal this decision. Note: A student can earn a CAA after failing one required course or cognate and withdrawing from another required course or cognate for academic reasons, and/or after withdrawing from or failing two required courses or cognates for academic reasons.

8. Students can only repeat a maximum of two different required or cognate nursing courses. This includes repeating a course for any grade less than a C and/or withdrawing for academic reasons. Note: After earning less than a C or withdrawing from one required course, a student is placed on academic probation by the college; a student who withdraws from a second required or cognate course for academic reasons or fails to earn the minimum grade receives a CAA.

9. Permission to repeat a required nursing course must be formally requested from the associate dean for undergraduate programs by the student before beginning the repeated course. See the University Repeated Courses Policy [http://bulletin.marquette.edu/undergrad/academicregulations/#repeatedcourses] in this bulletin.

10. Students can only withdraw from a required or cognate course for academic reasons one time. Withdrawing from two courses results in a CAA (see item 6).

11. All students are required by the Undergraduate Program and Curriculum Committee to complete external, standardized, comprehensive nursing examinations as a condition of graduation. (Fee required for these examinations.)

12. Students must meet Health Requirements and complete Criminal Background check and CPR certification as specified in the section below.

13. A student who withdraws from a theory course that has a corresponding clinical course must also withdraw from that clinical course.

14. Juniors and seniors may enroll in no more than two NURS theory courses at one time, except when necessary to enroll in Nursing Research during their junior year.

15. All required NURS courses must be taken at Marquette University. Exceptions must be approved by the associate dean.

**Course Progression Requirements**

**Progression into NURS 2001 Foundations I: Health Assessment and Fundamentals I**

The following required courses or their equivalents must be completed prior to entering NURS 2001 Foundations I: Health Assessment and Fundamentals I:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 1001</td>
<td>Nursing and Health in the Jesuit Tradition</td>
<td>3</td>
</tr>
<tr>
<td>NURS 1002</td>
<td>Dimensions of the Nursing Profession in the Jesuit Tradition</td>
<td>3</td>
</tr>
<tr>
<td>BISC 1060</td>
<td>Chemistry for the Health Professions</td>
<td>3</td>
</tr>
<tr>
<td>BISC 2070</td>
<td>Biochemistry for the Health Professions</td>
<td>3</td>
</tr>
<tr>
<td>BISC 1015</td>
<td>Principles of Human Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 1001</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 20

**Progression into NURS 2002 Foundations II: Health Assessment and Fundamentals II**

The following required courses or their equivalents must be completed prior to entering NURS 2002 Foundations II: Health Assessment and Fundamentals II:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 2001</td>
<td>Foundations I: Health Assessment and Fundamentals I</td>
<td>3</td>
</tr>
<tr>
<td>NURS 2100</td>
<td>Pathophysiology I</td>
<td>3</td>
</tr>
<tr>
<td>HEAL 2045</td>
<td>Normal and Therapeutic Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 9

**Progression into NURS 3201 Evidence Based Practice and Nursing Research through NURS 3984 Nursing Care for Patients with Chronic Conditions-Clinical**

The following required courses or their equivalents must be completed prior to entering courses NURS 3201 Evidence Based Practice and Nursing Research through NURS 3984 Nursing Care for Patients with Chronic Conditions-Clinical:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 2002</td>
<td>Foundations II: Health Assessment and Fundamentals II</td>
<td>4</td>
</tr>
<tr>
<td>NURS 2200</td>
<td>Pathophysiology II</td>
<td>3</td>
</tr>
<tr>
<td>NURS 2500</td>
<td>Concepts and Interventions for the Promotion of Mental Health - Theory</td>
<td>3</td>
</tr>
</tbody>
</table>
Academic Regulations

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAL 1025</td>
<td>Culture and Health</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2101</td>
<td>Introduction to Life-Span Developmental Psychology for Nursing Students</td>
<td>3</td>
</tr>
<tr>
<td>NURS 2110</td>
<td>Pharmacotherapeutics for Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
<td>19</td>
</tr>
</tbody>
</table>

**Progression into NURS 4000 Quality and Safety in Nursing or Higher Nursing Courses**

The following required cognate and nursing courses or their equivalents must be completed prior to entering NURS 4000 Quality and Safety in Nursing and other higher-level nursing courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 3201</td>
<td>Evidence Based Practice and Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3600</td>
<td>Community and Population Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3700</td>
<td>Nursing Concepts and Interventions for the Care of Adults/Older Adults I-Theory</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3800</td>
<td>Maternity Nursing and Women's Health-Theory</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3900</td>
<td>Family Centered Nursing of Children-Theory</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3964</td>
<td>Family and Community Centered Nursing-Clinical</td>
<td>4</td>
</tr>
<tr>
<td>NURS 3984</td>
<td>Nursing Care for Patients with Chronic Conditions-Clinical</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
<td>23</td>
</tr>
</tbody>
</table>

All other required courses must be completed prior to graduation.

**Note:** A student who withdraws from a theory course that has a corresponding clinical course must also withdraw from that clinical course.

**Attendance**

In addition to the University Attendance Policy (http://bulletin.marquette.edu/undergrad/academicregulations/#attendance), the College of Nursing specifies that attendance is mandatory in all scheduled classes and practica. Absences place students in academic jeopardy. If absent, progress and continuation in the course may be at risk. Students who anticipate missing one or more class periods should contact the instructor ahead of time, just as they should contact their instructor as soon as possible after an absence. Students are responsible for monitoring their absences during the term.

**Theory Courses**

An instructor or college office may withdraw a student from a nursing theory (non-clinical) course due to excessive absences and assign a grade of WA (Withdrawn-Excessive Absences) or WF (Withdrawn-Failed), if the following maximums are exceeded (see Grading Section in this bulletin (http://bulletin.marquette.edu/undergrad/academicregulations/#gradingsystem) for explanation of the appropriate use of these grades):

**Absence:** In a 2 credit course, maximum of two class hours.
In a 3 credit course, maximum of three class hours.
In a 4 credit course, maximum of four class hours.

**Tardiness:** Tardiness of greater than ten minutes is counted as one absence.

**Laboratory/Clinical Courses**

An instructor or college office may withdraw a student from a nursing laboratory or clinical course due to excessive absences and assign a grade of WA (Withdrawn-Excessive Absences) or WF (Withdrawn-Failed), depending on the circumstance (see Grading Section in this bulletin (http://bulletin.marquette.edu/undergrad/academicregulations/#gradingsystem) for explanation of the appropriate use of these grades). Generally any absence in an undergraduate lab or clinical course is considered excessive.

**Tardiness:** Tardiness of greater than 30 minutes in a scheduled nursing laboratory or clinical experience to be counted as one absence at the discretion of the instructor.

**Note:** Regardless of attendance, a student may fail a practicum at any time during the term for either a pattern of unsafe and/or unethical nursing behavior or a particularly serious incident of unsafe and/or unethical nursing behavior. At the faculty's discretion, a learning plan may be put in place based upon the student's performance. Once a student is informed that they are failing a clinical course withdrawal from that course is no longer an option.

The student has the responsibility of notifying the course instructor of any absence and negotiating make-up work where feasible.

For additional information, refer to the University Attendance Policy (http://bulletin.marquette.edu/undergrad/academicregulations/#attendance).
Appeals Procedures
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 Undergraduate Grade Appeal Form must be submitted no later than ten calendar days after official grades are posted in CheckMarq. The form is located in the Undergraduate Student Handbook. However, it may be in the student’s best interest to appeal sooner than this deadline if their academic progress is dependent on the outcome of the appeal. In addition, the student must 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 associate dean of the undergraduate program. 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 undergraduate associate dean collects and analyzes the evidence in a timely manner. Evidence is 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 undergraduate associate dean, evaluates the appeal or chooses to designate an ad hoc committee for this purpose. The undergraduate associate dean or ad hoc committee considers the appeal and evidence and makes 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 stands, or a grade change is warranted. The decision is communicated in writing via email (as the official method of communication) 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 associate dean of the undergraduate program or ad hoc committee to the dean. This appeal must be submitted in writing no later than three calendar days from the date of the formal response. The dean reviews the procedural evidence, which now includes all the evidence previously gathered the student’s appeal letters and the formal response from the associate dean or ad hoc committee and renders the final decision on the grade appeal. The decision is communicated in writing via email within thirty days to the student and the instructor with copies of the formal response placed in the student’s file and any indicated grade changes filed with the registrar.

Approval of Courses Taken Elsewhere

Students are not allowed to take courses at another institution during a term they are enrolled at Marquette University.

Currently enrolled undergraduate students who wish to take courses at another US institution for transfer to Marquette may review established equivalencies at Transfer Central-US Institutions (http://tes.collegesource.com/view/tes_view01.asp?id=%7B05F434F3-01BE-4437-A846-5F41151AA50D%7D&aid=%7B2D5E1832-8D34-884D-D911973263BB%7D). This review is unofficial. To obtain an official approval, students must submit an External Transfer Course Request: Undergraduate form (http://www.marquette.edu/mucentral/registrar/documents/Form-UndergraduateTransferCoursePreapproval.pdf) before enrolling in the external course. The approval form must be submitted as directed. If prior approval is not obtained, there is no guarantee that credits earned will be accepted by Marquette University. Students must earn a grade of at least C in order for the course to be transferable. Only credit transfers, not grades. Transcripts with the school seal must be sent directly from the school in which the course(s) are taken to the Office of the Registrar after successfully completing the course. Normally, such transcripts should be received before the student enrolls for the next term at Marquette. If a student takes approved course work at another institution at any time during their Marquette career, particularly in their final term at Marquette, the final transcripts must be received by Marquette by the “last day to receive official transcripts”, as listed on the academic calendar in order to graduate.

Clinical/Health Requirements and Criminal Background Checks

All pre-licensure students are required to complete a criminal background check and provide proof of health history, physical exam and immunization status prior to entry into the program by August 15. Proof of CPR certification and Ten Panel Drug Screen is required by November 1 sophomore year. The TB immunization and flu vaccine, criminal background and health update statements are required to be updated annually; CPR certification is updated every two years. Students are responsible for the cost of these services. The approximate cost is $90 for the first year and $34 for the second year. No further charges are incurred unless additional background checks or drug tests are required. All students must have required documentation submitted to castlebranch.com (https://www.castlebranch.com) by listed dates to be processed and tracked. Students are not be permitted to progress in the program and/or continue in clinical practica if the above health reports are not current and on file at castlebranch.com (https://www.castlebranch.com). If clinical time is missed due to missing health requirements, students’ progression may be affected.

CastleBranch requests documentation on the following items:

Background Check

Required by the Wisconsin Caregiver Background Check Law. The Office of the General Counsel and the Wisconsin State Board of Nursing are contacted in all instances of criminal offenses identified to determine if a student is eligible to remain in the program. After the initial background check, students are expected to submit an annual statement to self-report or indicate no change since the previous year.
CPR Certification

Provide a copy of your card. CPR certification must be obtained by November 1 of sophomore year and maintained throughout the program. Only American Heart Association Basic Life Support (BLS) Provider certification, which includes Automated Electronic Defibrillator (AED), is accepted, and it must be renewed every two years. Certification at Marquette University is available.

Physical Exam

The physical must be within three months prior to entry into the program with annual verification that health status is up-to-date. A physician, nurse practitioner, or a physician assistant must provide signed documentation of the physical exam and must attest that the student is in satisfactory health to participate in Marquette University’s College of Nursing program, including engaging in clinical practice. Any ADA/restrictions must be listed. The healthcare practitioner statement is located at castlebranch.com (https://www.castlebranch.com). Once completed, the form must be uploaded back to castlebranch.com (https://www.castlebranch.com).

Tetanus-Diphtheria Booster*

Must be within the past 10 years.

TB Skin Test*

To be completed annually. Documentation must include the dates and results of the test. If test results are positive, provide the date of your chest x-ray and results and complete annual report of health/symptom survey. If positive for active TB disease, participation in active treatment plan must be reviewed annually. Students are not eligible to participate in clinical practicum until such time as medical provider determines that they are not communicable. It is the students’ responsibility to turn in documentation of this test to castlebranch.com (https://www.castlebranch.com) on a yearly basis. Quantiferon TB test is acceptable in lieu of annual TB skin test.

Chickenpox Varicella Vaccine OR Positive Blood Titer*

Provide documentation of Varicella disease or proof of immunity by titer, or 2 doses of Varicella vaccine, at least 4 weeks apart.

2 MMR (measles, mumps, rubella) Vaccines OR 2 Measles, 1 Mumps, 1 Rubella Vaccine*

Dose 1 on or after the first birthday; Dose 2 must be at least one month after the first dose.

If immunization date is not available, a laboratory report of a blood test (titer) showing immunity to Measles, Mumps and Rubella are accepted. Vaccine/Titer not required for those born prior to 1957.

Hepatitis B Virus (HBV/HBSAB Series) OR Titer*

Medical documentation of three dose series of titer and/or declination form signed by student is required. See link for declination form.

Seasonal Influenza Vaccine

Provide documentation of annual immunization. If needed, a medical exemption document must be signed by primary care provider; religious exemption document must be signed by clergy. Declination forms can be found at castlebranch.com (https://www.castlebranch.com). If valid documentation is on file, an annual declination form must be signed as self-report. Due by November 1 of every year.

Ten Panel Urine Drug Screen

Must be completed by November 1 of the term prior to entering clinicals. All nursing students undergo a ten panel urine drug screen prior to clinical start; a negative result requires no further screens unless indications of impairment are present, in which case additional screens may be requested. If there is a break in a student’s enrollment, the urine drug screen will need to be repeated. If a student has a current positive drug screen result, they are not able to participate in a clinical placement.

*Acceptable documentation must include the date the immunization was received with provider’s signature.

Note: The preceding documentation is required by the College of Nursing and is to be submitted to castlebranch.com (https://www.castlebranch.com). Any health information required by the university must be submitted separately to Marquette University Medical Clinic.

Note: If a student becomes injured at any time before or during a clinical term, they must notify the Undergraduate Program Office and their clinical instructor immediately. Each student is assessed individually to determine if they can continue in the required nursing courses for that term. Some conditions that may prevent a student from participating in Nursing courses include but are not limited to: head injuries that prevent students from thinking clearly and hand or leg injuries that prevent students from washing their hands or walking without an assistive device or being full weight bearing.