

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 are not 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 students are in doubt as to whether an action or behavior is subject to the academic misconduct policy, they 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, course work 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

The following procedures apply to undergraduate courses, Graduate School courses, and Graduate School of Management courses. Courses offered through Health Science Professional programs, the Dental School, and the Law School follow separate procedures.

When faculty members or other members of the Marquette community have reason to suspect or receive notification of alleged student academic misconduct, the Academic Misconduct Report form must be completed and submitted to the Academic Integrity Council director within five business days of obtaining information about an alleged violation. Reporters of misconduct must include a summary and attach evidence, if any, of the alleged misconduct.

The Academic Integrity Council director notifies students and selects an Investigating Officer to review the materials and interview the students and the reporter of the alleged misconduct. Within six business days of receiving the Academic Misconduct Report form, the Investigating Officer determines if the case warrants further action or is to be dismissed and inform the Academic Integrity Council director of same. Once the Investigating Officer informs the Academic Integrity Council director of the decision, the Academic Integrity Council director or designee reviews the Investigating Officer's summary and notifies students within two business days of the disposition. For cases moving forward, the Academic Integrity Council director determines whether the case is eligible for expedited review or must be referred for a full hearing.

Students who withdraw from a class or the university and are later found to have violated the Academic Integrity Policy may have their withdrawal grade(s) changed to an administrative or failing grade.

Expedited Procedure

For cases in which students have no record of academic misconduct at Marquette University and the alleged misconduct is relatively minor and does not involve graduate students, the Academic Integrity Council director may offer students an expedited review specifying the maximum penalty that could be assigned. Students have two business days to respond to the Academic Integrity Council director. If students accept responsibility and the penalty, the Academic Integrity Council director sends a final letter to the student summarizing the finding and the penalty. At the same time, the Academic Integrity Council director sends a letter specifying the penalty to the students' college/school office, and the faculty member in whose class the misconduct occurred.

If students do not accept the expedited review option, the case moves to a full hearing.

In all cases, a copy of the file relating to the alleged misconduct including all correspondence is forwarded to the Office of the Registrar to be held in the students' permanent confidential file.

Full Hearing

A Hearing Board is convened by the Academic Integrity Council director for cases that are ineligible for expedited review, all cases in which students request a hearing or cases the Academic Integrity Council director deems appropriate. The Board generally consists of two faculty, two students and the Dean's Office designee from the student's college/school. A faculty member is normally assigned the role of Board facilitator.

- On being formed, the Hearing Board reviews all documents and material related to the alleged misconduct.
- A hearing normally occurs 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 determines whether there are witnesses it wishes to call in addition to any student under investigation. Students 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.
- Students 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 excuses all non-Board members from the meeting.
- Within three business days of the hearing, the Academic Integrity Council director send a letter to the Office of the Dean in the students' home college/school. The dean's office has three business days to review the finding and inform the Academic Integrity Council director of any changes to the recommended penalty.
- At the same time, a copy of the file relating to the alleged misconduct including all correspondence is forwarded to the Office of the Registrar to be held in the students' permanent confidential file, and if applicable, the maximum grade penalty allowed is forwarded to the faculty member in whose class the misconduct occurred.
- Within six business days of the hearing, the Academic Integrity Council director informs students summarizing the finding and the outcome (i.e., any penalty).

Student Appeals

Students have the right to appeal the Hearing Board's determination if they believe 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, students should submit a formal written appeal stating the grounds for appeal and relevant documentation to the Academic Integrity Council director within five calendar days of the notification of the decision. Upon receipt of the appeal, the Academic Integrity Council director convenes a review of the students' actions by the Academic Integrity Council Executive Committee. The committee reviews the details of students' 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 reviews the appeal and makes a determination within five business days of receipt of the appeal. The Academic Integrity Council director provides a written statement to all parties concerned. The decision of the Academic Integrity Executive Committee is final. A copy of the decision is placed in students' permanent confidential 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, students have the right of appeal to the Office of the Provost. A formal written appeal stating the grounds for appeal and available documentation is submitted to the Office of the Provost within five business days of the notification of the Hearing Board's decision. The provost or designee conducts 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 is provided to students and to the dean and associate dean of the students' assigned college within fifteen business days of receipt of the appeal. A copy of the provost's decision is placed in students' permanent confidential file located in the Office of the Registrar. The decision of the provost is final.

Maintenance of Disciplinary Records

Records relating to academic misconduct are maintained by the Office of the Registrar in perpetuity. The university does not release student disciplinary records to any person and/or entity unless authorized to do so by the student in question or when allowed by law.

Professional Ethics and Standards

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

Academic Performance

The Graduate School, as well as each academic unit, regularly evaluates the academic performance of its graduate students, adhering to the standards of Marquette University, the Graduate School, and the standards and requirements established by each academic unit and program. Students must

earn acceptable grades and adhere to the requirements of academic honesty, professional integrity, and professional performance as well as continue to make satisfactory progress toward their degrees and meet the expectations of the Marquette University Student Conduct Code. The specific expectations related to each of these requirements are described at various points earlier in the Graduate School Bulletin and in the next section below.

Clinical Courses

By virtue of the special nature of clinical courses in health care and other human service fields, students are held to clinical and professional standards in addition to academic standards. If, in the opinion of the supervising faculty member, students are falling short of expected levels of performance or professional behavior, they may be removed immediately from the class. In many cases, students are counseled regarding the deficiency and are given an opportunity to retake the class. However, depending on the type and severity of the deficiency, students may be dismissed from their program and the Graduate School.

Satisfactory Progress Toward the Degree

Satisfactory academic work is not determined exclusively by course grades. All graduate degree students must also make substantial and visible progress toward their degrees. This includes successful completion of any required language examination that may be required, research or clinical training requirements, comprehensive or qualifying examination, thesis or dissertation. Failure to make continual and satisfactory progress toward a degree may result in dismissal.

Academic Censure

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

The academic censure statuses that appear permanently on the official transcript includes those listed (in bold type) below. Also listed are examples of applicable requirements.

- **Required to Withdraw for Academic Reasons** (e.g., failing to maintain a minimum GPA of 3.000; see the section below.)
- **Required to Withdraw for Academic Misconduct** (e.g., academic dishonesty; see Academic Integrity Policy (<https://bulletin.marquette.edu/grad/policiesofthegraduateschool/#academicintegrity>) in this section.)
- **Required to Withdraw for Non-Academic Reasons** (e.g., violations of the Student Conduct Code (<http://www.marquette.edu/osd/policies/conduct/index.shtml/>) on the Office of Student Development website.)
- **Required to Withdraw for Unsatisfactory Degree Progress** (e.g., failing to meet the 8-year time limit for completing a doctoral degree, a second failure on a comprehensive or qualifying exam; see the Satisfactory Progress Toward the Degree section above.)
- **Required to Withdraw for Professional Performance Reasons** (e.g., unsatisfactory performance in clinical programs; see Professional Performance Policy (<https://bulletin.marquette.edu/grad/policiesofthegraduateschool/#professionalperformance>) in this bulletin.)
- **Required to Withdraw for Professional Integrity Reasons** (e.g., violations of professional integrity or an applicable ethics code; see Professional Integrity Policy (<https://bulletin.marquette.edu/grad/policiesofthegraduateschool/#professionalintegrity>) in this bulletin.)
- **Reinstated to the University on Probation** (i.e., following a successful appeal of a dismissal.)

ACADEMIC GRADE REQUIREMENTS

All students in the Graduate School are expected to maintain a minimum cumulative grade point average (GPA) of 3.000 in all Marquette course work. These are minimum standards for grades; individual programs may specify higher standards to which students are held by the programs. Any higher standards specified by individual programs are noted in program handbooks.

ACADEMIC DISMISSAL

Following the submission of grades each term, student records are reviewed and students subject to dismissal (*Required to Withdraw for Academic Reasons* and *Required to Withdraw for Unsatisfactory Degree Progress*) associated with grades earned are identified.

Students who do not meet the GPA requirements listed below are academically dismissed (i.e., *Required to Withdraw for Academic Reasons*) and they are also found to have failed to meet the financial aid requirements for making *Satisfactory Academic Progress* (see below).

- Students who have attempted 9 or fewer credit hours must maintain a cumulative GPA of at least 2.500.
- Students who have attempted more than 9 credit hours must maintain a cumulative GPA of at least 3.000.

These students are:

- Dropped from any future terms in which they may be registered.
- Ineligible to receive financial aid.
- Required to return any financial aid that they may have been distributed since the grades were received.

Students who obtain a cumulative GPA of at least 2.500 but less than 3.000 in their first 9 attempted credits of course work are placed on *Academic Probation* and are notified that they are subsequently dismissed if they fail to raise their cumulative GPA to 3.000 by the time they attempt more than 9 credits of course work. Attempted course work includes courses in which grades of W (Withdrawal) or I (Incomplete) are obtained.

Students whose grades fall below 3.000 in any individual term, even though their cumulative GPA remains above 3.000, are notified of the potential for dismissal if their grades fall further. This notice does not affect students' ability to register for courses for the next term but is given to encourage students to avoid academic censure in the future.

Students who receive an F, WF, U or UNC in any course, whether for credit or not, are subject to academic review which may result in dismissal, even when their cumulative GPA is 3.000 or above. Depending on the nature and seriousness of the reasons for receiving of the F, WF, U or UNC, students may be dismissed for failing to meet expectations for professional performance, professional integrity, academic honesty, or the other categories of withdrawal reasons noted above (including *Required to Withdraw for Unsatisfactory Degree Progress*).

Satisfactory Academic Progress (SAP): in addition to the above requirements, students must complete at least 75% of their cumulative credit hours attempted to retain eligibility for financial aid. The Office of Student Financial Aid conducts a review at the end of each spring term to identify students who fail to meet this requirement for *Satisfactory Academic Progress*. Students failing this requirement are allowed to continue at Marquette University, but they are not eligible to receive any federal financial aid unless their case is appealed and overturned (see appeals process below). Failing to meet this requirement is not an academic censure (unless it is also found to comprise unsatisfactory degree progress), but it is noted here because it can affect students' ability to continue in their program. Refer to the Financial Aid Satisfactory Academic Progress policy (http://www.marquette.edu/mucentral/financialaid/resources_elig_standards.shtml/) on the Office of Student Financial Aid website, which provides information on SAP.

Academic Probation

Students who are placed on academic probation are expected to adhere to an academic plan. By the end of the second week of the probationary term, students on academic probation must submit to the Graduate School a detailed academic plan that specifies how they will address their academic deficiencies. The plan must be measurable and obtainable by the end of the term in which they are on probation.

The probationary plan should indicate actions intended to increase the likelihood of academic success, such as seeking academic support (e.g., meetings with professors, connecting with resources available through Academic Services), changes in responsibilities (e.g., limiting work or volunteer hours) and/or changes in behavior (e.g., restructuring study time/environment, applying appropriate time management).

The initial notice of academic probation may include additional conditions that must be met as part of the probationary plan.

Students must demonstrate to their program director or director of graduate studies (DGS) that they have met the terms of their probationary plan by the final day of classes for the term in which they are on probation. By the grade submission deadline, the adviser or director of graduate studies notifies the associate dean of the Graduate School as to whether the terms of the plan have been met.

Following the probationary term, the associate dean of the Graduate School informs students whether they have returned to good standing, the probation has been extended to a subsequent term, or they are required to withdraw for unsatisfactory degree progress.

Appeals

Students have the right to appeal the imposition of any sanctions due to unsatisfactory academic performance, findings of academic dishonesty, unsatisfactory professional integrity or performance or student misconduct. The point of appeal is dependent upon who has the responsibility for imposing the sanction. For example, cases of academic dishonesty are governed by Marquette University's Academic Honesty Policy.

Appeal of Dismissal for *Required to Withdraw for Academic Reasons*

Students who have been dismissed for failing to meet the cumulative grade point requirements stated in the previous section may appeal the dismissal by completing and submitting one form which addresses both the *Required to Withdraw for Academic Reasons (RWAR)* and the *Satisfactory Academic Progress (SAP)* issues.

The dismissal/SAP appeal (Academic Censure) form is posted on the Marquette Central academic forms website (<https://www.marquette.edu/central/registrar/forms.php>) and includes all of the required information students must submit in order to have their appeal reviewed. The appeal form must include an academic plan that addresses how their academic deficiencies are to be addressed and how they can regain satisfactory academic standing. The plan must be measurable and ensure that students are able to meet Marquette's academic standards by a specific point in time. The plan should include courses to be taken, expected grades, and a time frame to complete the outlined objectives. This plan requires the signature of the director of graduate studies (DGS) before it can be submitted to the Graduate School.

The completed appeal form is submitted to the associate dean of the Graduate School, the person who makes the final decisions on all RWAR/SAP appeals. If the appeal is approved, students are *Reinstated on Probation* and the DGS and the Graduate School monitors the plan that was specified on the appeal form. Students may also become eligible for financial aid at this time. During the subsequent academic term, however, should students not

fulfill all of their obligations as outlined in the plan, they are evaluated by the Graduate School and a determination made regarding whether they may be allowed to continue in their program or placed on another term of probation.

Appeal of Dismissal for *Required to Withdraw for Unsatisfactory Degree Progress*

Within 10 calendar days after the date of the dismissal for unsatisfactory degree progress, students may appeal the decision by submitting the dismissal/SAP appeal (Academic Censure) form.

The dismissal/SAP appeal (Academic Censure) form is posted on the Marquette Central academic forms website (<https://www.marquette.edu/central/registrar/forms.php>) and includes all of the required information students must submit in order to have their appeal reviewed. The appeal form must include an academic plan that addresses how their academic deficiencies are to be addressed and how they can regain satisfactory academic standing. The plan must be measurable and ensure that students are able to meet Marquette's academic standards by a specific point in time. The plan should include specific deliverables (e.g., dissertation chapters) and a time frame to complete the outlined objectives. This plan requires the signature of the student's director of graduate studies (DGS) before it can be submitted to the Graduate School.

The completed appeal form is submitted to the dean of the Graduate School. The dean of the Graduate School decides whether to hear the appeal alone or to convene a meeting of a subcommittee of the University Board of Graduate Studies (UBGS) to weigh the appeal materials and to obtain testimony delivered live to the subcommittee by the student and academic unit representatives. Situations dealing only with substandard academic performance are typically considered by the dean, whereas issues dealing with an alleged violation of rights or procedures may be referred to a subcommittee of the UBGS. If referred to a subcommittee of the UBGS, the recommendation of the subcommittee as well as all materials provided to the subcommittee by the student and the academic unit are considered by the dean of the Graduate School, whose decision on the appeal is final.

If the appeal is approved, students are reinstated on probation and the DGS and the Graduate School monitors the plan that was specified on the appeal form. Students may also become eligible for financial aid at this time. During the subsequent academic term, however, should students not fulfill all of their obligations as outlined in the plan, they are evaluated by the Graduate School and a determination made regarding whether they may be allowed to continue in their program or placed on another term of probation.

Dismissed students may apply for readmission by following the procedures found in the Admission and Readmission section (<https://bulletin.marquette.edu/grad/admissionandreadmission/>) of this bulletin.

Appeal of Dismissal for Other (Non-GPA or Degree Progress) Reasons

Students dismissed for reasons other than cumulative grade point average, unsatisfactory degree progress or academic dishonesty may appeal their dismissal using the procedures described below. (Students dismissed due to unsatisfactory cumulative grade point average may appeal their dismissals using the procedure described in the section above, and students who are dismissed due to academic dishonesty may appeal their dismissals according to the policy outlined below or via the process outlined in the Academic Integrity Policy (p. 1) in this section.)

Within 10 days after the date of the dismissal for reasons other than cumulative grade point average, unsatisfactory degree progress or academic dishonesty, students may appeal the decision by submitting a letter of appeal to the dean of the Graduate School. The dean of the Graduate School decides whether to hear the appeal alone or to convene a meeting of a subcommittee of the University Board of Graduate Studies (UBGS) to weigh the appeal materials and to obtain testimony delivered live to the subcommittee by the student and academic unit representatives. Situations dealing only with substandard academic performance are typically considered by the dean, whereas issues dealing with an alleged violation of rights or procedures may be referred to a subcommittee of the UBGS. If referred to a subcommittee of the UBGS, the recommendation of the subcommittee as well as all materials provided to the subcommittee by the student and the academic unit are considered by the dean of the Graduate School, whose decision on the appeal is final.

Dismissed students may apply for readmission by following the procedures found in the Admission and Readmission section (<https://bulletin.marquette.edu/grad/admissionandreadmission/>) of this bulletin.

Academic Programs Defined

This policy (<https://bulletin.marquette.edu/undergrad/academicregulations/#academicprogramsdefined>) defines and outlines all academic programs at Marquette University. The full policy appears only once in the bulletin. While the link directs to the Undergraduate Bulletin, the definitions are universal to Marquette and therefore apply to Graduate programs as well.

Advising

Departments assign students their advisers. Students are encouraged to contact their department for identification of the assigned adviser and for advising prior to registration. All students should meet or talk with the adviser before registering for classes. The Graduate School strongly recommends that students meet regularly with their advisers; an adviser plays an important role in graduate students' course of study. An adviser's signature is required on most forms submitted to the Graduate School and students' programs of study are not valid until it has been approved by both the adviser and the Graduate School. Students who want to change advisers should check with their department for additional information and instructions.

Non-degree and temporary graduate students are normally not assigned academic advisers. Students in these categories who need assistance should contact the department in which they are focusing their course of study.

Assistantships and Fellowships

All graduate students who receive merit-based graduate assistantships and fellowships must be full-time students in the term in which they receive the aid. All graduate students who receive merit-based scholarships from the Graduate School are not required to be registered full time. For assistantships, full-time status can be achieved by registering for a minimum of 7 credit hours or by taking six credits of course work plus the appropriate continuous enrollment course, such as Graduate Assistant Teaching, Graduate Assistant Research or Graduate Fellowship, depending on the award received. These zero-credit continuous enrollment courses carry the status of full-time when combined with six credits of course work.

The following course numbers are used in conjunction with the department acronym:

- Graduate Fellowship (full-time, FT) = 9974
- Graduate Assistant Teaching (full-time, FT) = 9975
- Graduate Assistant Research (full-time, FT) = 9976

Students may use their assistantship funding to pay for Graduate Assistant Teaching, Graduate Assistant Research or Graduate Fellowship course fees. It is not required that all TAs and RAs be registered for one of these continuation courses; if a student already meets full-time status based on course work, then these continuation courses need not be used to obtain full-time status.

If teaching and research assistants and recipients of scholarships or fellowships need continuous enrollment, they must register for the appropriate continuation course. These courses are graded on an SNC/UNC basis. Registration for a continuation course requires that a student meet with their adviser (and director of graduate studies or chair if required by departmental policy). The student is issued a permission number for the appropriate course by their department. The student registers themselves for the course on CheckMarq. The student must register on CheckMarq for the continuous enrollment course on or before the deadline to Add/Drop, as per the Graduate Academic Calendar (<https://bulletin.marquette.edu/grad/academiccalendar/>). Enrollment Information may not be accurate for students who are not registered by the deadline to Add/Drop and may affect requests for information provided through the Office of the Registrar (such as enrollment verification requests from lending institutions, insurance companies, etc.).

Attendance

Guidance on Fall 2022 Class Attendance (<https://www.marquette.edu/central/registrar/faculty-staff/guidance-on-fall-2022-class-attendance-withdrawal-grading.php>)

Faculty Responsibility

Taking attendance is not required by the university, except on the first class meeting following the deadline to Add/Drop, as noted in the Academic Calendar (<https://bulletin.marquette.edu/grad/academiccalendar/>), in order to comply with Federal regulations. Faculty must then notify the Office of the Registrar of students not in attendance via the Single Course Swap/Withdrawal: Faculty/Administrator Initiated form, located in the Faculty Center in CheckMarq (<https://checkmarq.mu.edu/psp/sa9prod/EMPLOYEE/HRMS/?cmd=logout>). In addition, students may not attend classes if not registered, and it is the responsibility of the faculty to inform students of this. Faculty may set their own class attendance policy in their syllabus, in accordance with department guidelines or requirements.

Special Allowances

Students with absences due to legal obligations, religious observance or participation in Division 1 athletics and other university-sponsored events should be given an opportunity to make up examinations or other graded assignments if a request is made to the instructor prior to the absence.

Grades Associated with Attendance

Certain grades are associated with attendance and are assigned to students according to the criteria as described in the grading system policy.

Awarding Diplomas and Certificates

This policy (<https://bulletin.marquette.edu/undergrad/academicregulations/#awardingdiplomasandcertificates>) defines and outlines the process for approval and distribution for all official Marquette University certificates and diplomas. The full policy appears only once in the bulletin. While the link directs to the Undergraduate Bulletin, the definitions are universal to Marquette and therefore apply to Graduate programs as well.

Background Checks, Drug Testing

Some degrees, majors and/or courses may require students to submit to a criminal background check and/or drug testing. The results of those checks and/or tests may affect eligibility to continue in that degree and/or course.

Certificate Concurrent Enrollment

Students may concurrently enroll in more than one certificate, and, in some cases, courses may be used to satisfy the requirements of more than one certificate, as outlined in the university bulletins for each certificate.

If a master's program permits students to also earn a certificate, admission to both programs may be concurrent. The same courses may be used to satisfy the requirements of the master's program and certificate, as outlined in the university bulletin for each program. Students are expected to be admitted into all programs they intend to complete, although course work completed prior to admission may be allowed to apply toward program requirements.

Certificates must be approved individually via the curriculum approval process as Title IV aid eligible in order for students in any of these programs to receive federal financial aid.

Commencement

Commencement at Marquette is a symbolic ceremony provided for students, faculty and families in celebration of our students' accomplishments. Following is the policy regulating participation in the University Commencement.

1. Marquette offers one Commencement per year. Commencement is held in May, following the spring term.
2. Spring Graduates:
 - Undergraduate/Master's/Doctor of Nursing Practice/Health Sciences Professional students: Students who are in good academic standing, meet the appropriate graduation application deadline and complete all degree requirements, including the official recording of any transfer work/credit by the end of the spring term, may participate in Commencement held in the same calendar year.
 - Dental students: Students who are in good academic standing, meet the appropriate graduation application deadline and complete all degree requirements, including the official recording of any transfer work/credit by the end of the spring term, participate in Commencement held in the same calendar year.
 - Ph.D. students: Candidates must meet the appropriate graduation application deadline, ensure all transfer work/credit is officially recorded, successfully defend their dissertation, receive approval by their Dissertation Committee for any required revisions, submit their dissertation to the Graduate School and receive 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, meet the appropriate graduation application deadline and complete all degree requirements, including the official recording of any transfer work by the end of the spring term, participate in Commencement and are hooded and honored at the May Law School Hooding Ceremony of the same calendar year.
3. Summer and Fall Graduates:
 - Undergraduate/Master's/Doctor of Nursing Practice/Health Sciences Professional students: Students who are in good academic standing, meet the appropriate graduation application deadline and complete all degree requirements, including the official recording of any transfer work/credit after the Commencement of a given year, may participate in Commencement held in the same calendar year, or may choose to participate in the Commencement held in the following calendar year.
 - Ph.D. students: Candidates who complete their degree/dissertation (see 2. above) after Commencement of a given year may choose to participate in Commencement held the following May.
 - Law students:
 - Summer graduates: Students who are in good academic standing, meet the appropriate graduation application deadline and complete all degree requirements, including the official recording of any transfer work in the summer term after Commencement of a given calendar year, may participate in Commencement of the same calendar year, or may choose to participate in the Commencement held in the following calendar year.
 - Fall graduates: Students who are in good academic standing, meet the appropriate graduation application deadline and complete all degree requirements, including the official recording of any transfer work by the end of the fall term may be hooded and honored in the December Hooding Ceremony, hosted by the Law School in the same calendar year; or may choose to participate in Commencement and be hooded and honored at the May Hooding Ceremony, hosted by the Law School in the following calendar year.
4. The Commencement program is accurate as of the day it is printed and changes may be made to students' academic records, despite the information contained therein, if the information changes after final grades and degree audits are completed.
5. Students' names and degrees appear in the Commencement Program in which they participate, regardless of the term in which they graduate.
6. Degree conferral is certified by the official Marquette transcript noting the degree completion. Receipt of a diploma, participation in the Commencement ceremony or the names of students and degrees listed in the Commencement program do not constitute certification of degree conferral.
7. 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 graduating students submit online via the Student Center in CheckMarq (<https://checkmarq.mu.edu/>). 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/>). Department Commencement ceremonies, if occurring, may require tickets. For further information on department ceremonies, contact the appropriate department office.

Conduct

Professional Integrity

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

Professional Performance

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

Student Conduct Code and Procedures

Graduate students are responsible for complying with the regulations and/or procedures of the Graduate School or the Graduate School of Management, as applicable, as well as those set forth in the online handbook (<https://www.marquette.edu/student-development/policies/>). Violations of regulations found in the student handbook are administered by the Office of Student Development. If there is a conflict between the two applicable regulations or procedures, the Graduate School's governs. If there are multiple components to the case, they may be separated and reviewed independently by the appropriate authorities.

Confidentiality of Proprietary Information

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

Continuous Enrollment

All graduate students in degree status must enroll in: academic course work; independent study; thesis, professional project, or dissertation credits; one of the continuation courses (thesis, dissertation, or professional project continuation; field placement continuation; graduate assistant teaching or research; comprehensive and qualifying exam preparation; graduate standing continuation); or a combination of these **every fall and spring term** until graduation to maintain their graduate student status, unless all degree requirements are complete and a graduation application has been submitted. Continuation courses allow those graduate students who have completed their course work but are still working on other degree requirements to be considered full-time, half-time or less than half-time. Degree-seeking students who are still completing degree requirements and fail to enroll for a fall or spring term are discontinued. (See the Readmission section (<https://bulletin.marquette.edu/grad/admissionandreadmission/#readmission>) of this bulletin.)

Thesis, Dissertation, or Professional Project Continuation

Students who have completed all credit requirements for their degree but need to continue work on their thesis, dissertation or professional project may retain graduate status by enrolling in Master's Thesis Continuation (9994/9995/9996), Doctoral Dissertation Continuation (9997/9998/9999), or Professional Project Continuation (9991/9992/9993). Each of these non-credit courses allows students to be considered the equivalent of less than half-time status if completing less than 12 hours per week, half-time status if completing more than 12 to less than 20 hours per week, and full-time status if completing 20 hours or more per week, respectively. A student's status is dependent on the contact hours/amount of course work expected of students/faculty during the term, as outlined in the university policy, that guides the awarding of credit. (See the Credit section in this page of this bulletin.)

Field Placement Continuation

Students who have completed all credit requirements for their degree but still must participate in a practicum or internship experience may retain graduate status by enrolling in Field Placement Continuation (9977/9978/9979). Each of these non-credit courses allows students to be considered the equivalent of less than half-time status if completing less than 12 hours per week, half-time status if completing more than 12 to less than 20 hours per week, and full-time status if completing 20 hours or more per week, respectively, depending on the amount of work being devoted to their placement each term.

Graduate Assistantships

Graduate assistants and fellows who are enrolled in less than seven credits in a term and enroll in a non-credit Graduate Assistant Teaching (9975), Graduate Assistant Research (9976) or Graduate Fellowship (9974) course are considered full-time students.

Comprehensive or Qualifying Exam Preparation

Students who are preparing for comprehensive or qualifying exams may retain graduate status by enrolling in the appropriate Master's Comprehensive Exam Preparation course (9984/9985/9986) or Doctoral Qualifying Exam Preparation course (9987/9988/9989). These non-credit courses are graded on an SNC/UNC basis, and they may be taken alone or in conjunction with credit courses. Each of these non-credit courses allows students to be considered the equivalent of less than half-time status if completing less than 12 hours per week, half-time status if completing more than 12 to less than 20 hours per week, and full-time status if completing 20 hours or more per week, respectively.

The Master's Comprehensive Exam Preparation course or the Doctoral Qualifying Exam Preparation course is normally taken during the term in which the student anticipates taking the exam. These courses are generally taken only once. If students either fail the exam or for some reason do not take the exam, they may register for the appropriate Exam Preparation course for a second term, which requires the submission of a Request to Repeat a Course form.

Graduate Standing Continuation

Students are required to be enrolled every fall and spring term. If a student does not meet the conditions for a temporary withdrawal or is not yet ready to graduate but needs to remain active as a student, then the student should register for this non-credit course entitled Graduate Standing Continuation (9970). Graduate Standing Continuation is designated as less than half-time only. It may not be used in conjunction with other courses, and it will not qualify students for loans or loan deferment.

Continuation Course Registration Procedures

Registration for a continuation course requires that a student meet with their adviser or thesis/dissertation director (and director of graduate students or chair if required by department policy).

1. A student should determine the number of hours per week that their desired status requires, and agree to complete that number of hours. If the student becomes unable to work that number of hours, they must notify their department so that their status can be changed appropriately.
2. The instructor of record monitors the hours that the student is completing toward the enrollment status assigned. If the status changes, the instructor should notify the Graduate School immediately.
3. The student is issued a permission number for the appropriate course by their department.
4. The student registers themselves for the course on CheckMarq. The student must register on CheckMarq for the continuous enrollment course on or before the deadline to Add/Drop as per the Graduate Academic Calendar (<https://bulletin.marquette.edu/grad/academiccalendar/>).

Enrollment information may not be accurate for students who are not registered by the deadline to Add/Drop and may affect requests for information provided through the Office of the Registrar (such as enrollment verification requests from lending institutions, insurance companies, etc.).

Courses and Prerequisites

1. The prerequisites for any graduate program include an undergraduate degree or major which qualifies students for either research or academic work at advanced levels.
2. The courses described for each program are graduate offerings. These are numbered 6000-9999. Courses numbered 5000-5999 are courses that are taken for graduate credit, cross-listed with 4000-level undergraduate courses. The last three digits and titles of the 4000-level and the 5000-level cross-listed courses are identical. Prerequisites for undergraduate 4000-level courses, found in the Undergraduate Bulletin, may also be required for the 5000-level cross-listed courses. Undergraduates who anticipate eventual graduate academic work are eligible to take 5000-level courses.
3. Some courses are listed with a variable number of credits (e.g., 1-3 credit hours). Usually the department or college determines the specific number of credits for these courses each term. This information is published in Marquette Class Search or CheckMarq (<https://checkmarq.mu.edu/psp/sa9prod/EMPLOYEE/HRMS/?cmd=logout>) prior to registration for each term. For a few variable credit courses, (e.g., master's thesis, doctoral dissertation) the bulletin indicates the possible number of credits which might be taken during a given term. Students should consult with their adviser before registering for these types of classes to determine the appropriate number of credits for which to enroll.
4. The specific courses offered during any given term are listed on CheckMarq for that term.

Course Load

The maximum academic course load for graduate students is 14 semester hours of course work for fall or spring term. Residents in the graduate dental programs have higher limits, as do students in the graduate nursing programs. Seven hours are the maximum permitted for each of the summer sessions but no more than 14 credits for the entire summer term. Teaching or research assistants may register for a maximum of ten semester hours each fall or spring term and seven hours for each of the summer sessions. Overloads must have the approval of the Graduate School on the Credit Overload Request form, available on the Marquette Central academic forms website (<https://www.marquette.edu/central/registrar/forms.php>).

Credit

The semester hour is the unit of academic credit used by Marquette University. The following is based on the University Course Scheduling/Contact Hours policy (<https://www.marquette.edu/central/registrar/faculty-staff/course-scheduling-contact-hours-policy.php>), which outlines the minimally required contact hours for classes and is based on a 15-week term:

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

Semester hour credit is given only in accordance with descriptions for individual courses, as published in the Graduate Bulletin. No credit is given for a course in which students never register (i.e., the university does not retroactively register students in courses).

All continuation courses shall be graded Satisfactory No Credit (SNC) or Unsatisfactory No Credit (UNC) and charged at the stated fee by the Office of the Bursar as listed in the Tuition, Fees and Housing (<https://bulletin.marquette.edu/grad/tuitionfeesandhousing/>) section of this bulletin.

Cross-listed Courses

Cross-listed courses are two courses with closely-related content that have been approved at different levels of instruction (for example, undergraduate and graduate levels). Students in cross-listed courses must be provided learning opportunities commensurate with the degree they are pursuing. Accordingly, cross-listed courses should include learning outcomes that clearly describe and distinguish the expectations of undergraduate and graduate students. These outcomes may be overlapping and/or represent different levels of engagement with the same content, but they must be communicated explicitly for undergraduate and graduate students. Courses may be differentiated through assignments (what students are producing as part of the course), assessments (how students are evaluated), and/or evaluation criteria (expectations for acceptable performance), all of which must be aligned with the learning outcomes. The learning outcomes and aligned assignments, assessments and evaluation criteria for each level of a cross-listed course must be included in the syllabus and clearly communicated to students. This policy conforms to the Higher Learning Commission's Criteria for Accreditation, which obliges courses and programs to require levels of performance by students appropriate to the degree awarded.

Deadlines

All graduate students are responsible for ascertaining and meeting all deadlines listed in the Academic Calendar (<https://bulletin.marquette.edu/grad/academiccalendar/>). This includes, but is not limited to: deadlines for registration, dropping/withdrawing from courses, graduation applications, comprehensive exams, theses, essays, projects and dissertations.

Diplomas

Diplomas are available to graduates per the dates published in the Academic Calendar (<https://bulletin.marquette.edu/grad/academiccalendar/>). See the Marquette Central website (<https://www.marquette.edu/central/>) for information regarding the distribution of diplomas.

Enrollment Changes

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

Students are responsible to ensure that their course schedule for each term accurately reflects the courses they plan to attend. Students may not attend courses in which they are not officially registered in CheckMarq. Changes in enrollment are under the jurisdiction of the Graduate School. Most enrollment changes, i.e., adding and withdrawing from courses, can be done using the online registration system (CheckMarq) prior to the deadline to Add/Drop/Swap in which the class is offered, as indicated in the Academic Calendar. Instructions for adding or withdrawing from courses are available on the Course Registration page (http://www.marquette.edu/mucentral/registrar/reg_index.shtml) of the Marquette Central website. Instructions for using CheckMarq are available on the Student Self-Service instructions (<https://www.marquette.edu/central/registrar/course-registration.php>) page of the Marquette Central website.

Students must be registered by the deadline to Add a class for each session in which a class is offered, as outlined in the Academic Calendar (<https://bulletin.marquette.edu/grad/academiccalendar/>). The university does not retroactively register students for courses after the deadline to register for any session and reserves the right to deny credit to any student who fails to officially register in any course within these time limitations. All courses for which the student is registered are subject to tuition and in some cases, additional fees. The student is responsible for any payment due on all officially registered courses, regardless of attendance.

After the deadline to Add/Drop/Swap for each session, students should review the Marquette Central website (<https://www.marquette.edu/central/registrar/how-do-i-drop-withdraw-from-classes-withdraw-from-university.php>) for procedures related to withdrawing from single classes or the university. Once a permanent grade is assigned, it is not be changed except for institutional error or policy.

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 time frame. The university therefore reserves the right to withdraw students from any class when it is evident they did not start the class (grade of UW); stopped attending the class (grade of WA or WF, as appropriate-see Grading section below); 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, (<https://bulletin.marquette.edu/grad/academiccalendar/>) the procedures referenced below and the timelines, as published by the Bursar's Office (<https://www.marquette.edu/central/bursar/withdrawal.php>), does not relieve students of their responsibility to pay for any tuition/fees owed for such classes. In addition, if students cease attendance by dropping, withdrawing or for any other reason from all federal aid eligible courses in a payment period, those students must be considered withdrawn for federal aid purposes. Students' financial aid is adjusted as required by federal and state refund calculations and institutional policy, based on the last date of attendance, as reported by the students' college. Students' withdrawals are reported to the National Student Loan Data System when any loan deferments need to be canceled at the time of withdrawal. Finally, the date on which withdrawal forms are submitted to the university is the date used for any tuition refund calculations.

Adding Courses

Students who must add one or more courses after the deadline to Add/Drop in the Academic Calendar must submit a Request to Add a Course form, available online at the Graduate School forms website (http://www.marquette.edu/grad/forms_index.shtml). New courses are not added to students' enrollment unless a completed Request to Add a Course form, with the signature of the course instructor, is returned to the Graduate School office by the department. Late registration is not guaranteed. Because the deadline to register was missed, the Graduate School reserves the right to deny the registration, based on the circumstances of students resulting in the late registration request.

Dropping/Withdrawing From Courses

Students who do not wish to remain enrolled in a course or courses must drop via CheckMarq before the deadline to Add/Drop. After the deadline to Add/Drop, students should review the Marquette Central website (<https://www.marquette.edu/central/registrar/how-do-i-drop-withdraw-from-classes-withdraw-from-university.php>) for procedures related to withdrawing from single classes or the university. Student-initiated class withdrawals result in a W (withdrawal) grade. As per the consequences outlined in this Enrollment Changes section, it is extremely important that students contact the Graduate School office as soon as the decision to withdraw is made. **Tuition refunds and W (Withdrawal) grades are based on the date the withdrawal action is taken, not on the date the student last attended classes.**

Students who must withdraw from a course with a W (Withdrawal) grade must do so before the deadline date listed in the Academic Calendar (<https://bulletin.marquette.edu/grad/academiccalendar/>). Due to excessive absences or other reasons, including failure to formally withdraw before the deadline, students may be administratively withdrawn from a course and incur a grade of either ADW (Administrative Withdrawal), UW (Unexcused Withdrawal), WA (Withdrawn-Excessive Absences) or WF (Withdrawn-Failure). A W grade will not replace grades of ADW, UW, WA or WF already assigned.

When withdrawing from any portion of a course load, students must carefully consider the ability of their remaining enrollment to satisfy any enrollment requirements to which they might be subject due to applications for student loans, loan repayment deferments, visas, etc. In the case of a UW grade, the fact students do not attend class does not relieve them of the obligation to pay any tuition and/or fees that are due.

Students assume responsibility for all consequences as a result of receiving any withdrawal grade. The consequences may include, but are not limited to: a delay in graduation, dismissal from the degree program, external institutions/entities viewing these grades as failing grades, loss of eligibility for certain scholarships and/or financial aid, loss of full-time status and/or loss of any refunds.

Withdrawing From All Courses for a Term

Students enrolled in one or more courses who, after the deadline to Add/Drop, decide to discontinue study for the term must notify the Graduate School office and complete a Request to Drop a Course(s) form on the Graduate School forms website (http://www.marquette.edu/grad/forms_index.shtml). The same rules, procedures, and cautions for partial withdrawals also apply to complete withdrawals, as outlined above. Withdrawing from all courses does not automatically withdraw students from their graduate program, but it might affect eligibility to register in subsequent terms.

Enrollment Status

All graduate students, except those with non-degree or temporary status, must be enrolled each fall and spring term to maintain their status. Registration in the summer is only required when students intend to graduate in August. A full-time load consists of 7 or more academic credits; three-quarter time consists of 5.25-6.99 credits; half-time consists of 4-5.249 academic credits; and less than half-time consists of less than 4 academic credits.

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 (<https://bulletin.marquette.edu/undergrad/academiccalendar/>) and are based on the work students completed during the session in which the class was offered. All course work by students must be due in time for the faculty to grade the work and meet the grading deadline. Once the session is over, no additional work may be submitted, except in the case of an incomplete grade. 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 students each term of their rights to inspect, amend and prevent disclosure of their education records. In addition, Marquette's policy regarding education records can be found in the FERPA policy on the Marquette Central academic policies website (<https://www.marquette.edu/central/registrar/ferpa.php>).

Grade Appeals

Graduate students may appeal any final course grade they believe to be in significant violation of clearly established written policies, a result of improper procedures or discriminatory. Before initiating a formal grade appeal, students must consult with the instructor assigning the grade and present evidence why they believe a grade to be in error. If this does not lead to resolution, students may initiate, in writing, a formal grade appeal. **To be considered, the written appeal must be submitted no later than the deadline, as noted in the Academic Calendar.** However, it may be in the students' best interest to appeal earlier than this deadline if their academic progress is dependent on the outcome of the appeal. In addition, students 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) students believe the recorded grade is incorrect. Students may present evidence of their performance and may also request that all other pertinent materials be supplied by the instructor. The chair, or associate dean, collects and analyzes the evidence in a timely manner. Evidence is gathered through consultations with the instructor, students 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, evaluates the appeal or chooses to designate an ad hoc committee for this purpose. The chair, associate dean, or ad hoc committee 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 stands; or a grade change is warranted. The decision is communicated in writing within thirty days to students and the instructor with copies of the formal response placed in students' files and forwarded to the dean and any indicated grade changes filed with the Office of the Registrar.

Students have 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 reviews the procedural evidence, which now includes all the evidence previously gathered, the students' appeal letters and the formal response from the chair, associate dean or ad hoc committee, and renders the final decision on the grade appeal. The decision is communicated in writing within thirty days to students and instructors, with copies of the formal response placed in students' files and any indicated grade changes filed with the Office of the Registrar. The decision of the dean is final.

Grading System

The following letter grades and their achievement equivalents are used by instructors in the Graduate School to evaluate students' performance in a course. Grade points corresponding to each letter grade determine the grade point average and eligibility to graduate. Each grade, A through F, has a specific grade point value. The grade points earned in any course equal the grade point value of the grade multiplied by the number of semester hours credited. The grade point average (GPA) is found by dividing the total grade points earned by the total number of semester hours credited in those courses for which grade points have been assigned. Determination of the cumulative GPA is based on all courses taken during students' graduate career, including prerequisite and repeated courses, if any. **Note:** Credits that are accepted for a Marquette degree, if transferred from another university, are not included when calculating the GPA. The official Marquette GPA of all students is calculated by the student information system and this GPA is not rounded up or down for any reason.

All graduate students must maintain a grade point average of at least 3.000 to graduate. (For the effect of F, WF, U and UNC grades, refer to Academic Review.) Graduate students may not be assigned a C-, D+ or a D grade in any course whatsoever, including undergraduate courses.

Letter grades, with or without grade points, are used by Marquette faculty to evaluate students' performance in a course. All grades described below, with the exception of the I, IC and IE are permanent grades. **No additional work for the purpose of changing a permanent grade may be submitted by students after the last day of the session in which the class is offered. Likewise, no additional work for the purpose of changing temporary grades of I, IC or IE may be submitted by students after the deadline to change these temporary grades, as indicated in the Academic Calendar.**

Grade	Achievement	Grade Points
A	Superior	4.00
A-		3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C	Minimally acceptable on a limited basis for graduate credit	2.00
C-	Not approved for graduate students	

D+	Not approved for graduate students	
D	Not approved for graduate students	
F	Failure	0.00
WF	Failure	0.00

Grade points are not affected by the following grades:

Grade	Defined
ADW	Administrative Withdrawal; withdrawn from the course for administrative reasons, as determined by approved personnel of the university, including but not limited to the dean, or personnel of a committee involved in formal hearing and/or appeal process.
AU	Audit; excluded from attempted credits.
AUA	Audit; included in attempted credits.
CR	Credit; equivalent work of C or better.
I	Incomplete; a temporary grade assigned on a pre-arranged basis indicating inability to complete the course and/or take the final exam, due to circumstances beyond the control of the student; and, therefore, completion of assignments/exam are allowed after the term has ended.
IC	Course Incomplete; a temporary grade indicating the course is not completed by the end of the term in which the course is scheduled.
IE	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.
NC	No Credit; equivalent work of less than C.
NG	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.
SNC	Satisfactory completion; equivalent work of C or better in a course bearing no credit.
UNC	Unsatisfactory completion; equivalent work of less than C in a course bearing no credit.
S	Satisfactory completion; equivalent work of C or better in a credit bearing, competency-based course.
SY	Satisfactory completion; 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.
U	Unsatisfactory completion; equivalent work of less than C in a credit bearing, competency-based course.
UW	Unexcused withdrawal; withdrawal initiated by the faculty or college office when a student registered for a course, never attended and failed to officially withdraw.
UY	Unsatisfactory completion; 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.
W	Official withdrawal; withdrawal initiated by the student, with approval of the Graduate School dean.
WA	Withdrawn-Excessive Absences; withdrawal initiated by the faculty or college office due to excessive absences in the course.

Clarification of Grades

ADW Grade

Students who are administratively withdrawn from the university receive this grade in all classes for the term/session. Likewise, students who are administratively withdrawn from a single class receive this grade. This grade is assigned by the Graduate School or the Office of the Registrar, depending on the reason and the office requesting the administrative withdrawal. This grade takes precedence over any other grade assigned to the student. Submission of a last date of attendance is required for this grade.

Students assume responsibility for all consequences that ensue as a result of receiving any withdrawal grade. These consequences may include, but are not limited to: a delay in graduation, external institutions/agencies viewing these grades as failing grades, loss of eligibility for certain scholarships and/or financial aid, loss of full-time status and/or loss of a refund.

Audit

Students must first register for a course via CheckMarq, then request the audit option from the Graduate School. The Audit Request Form is located on the Graduate School forms website (http://www.marquette.edu/grad/forms_index.shtml/). The deadline to request the audit option for each session is listed on the Academic Calendar (<https://bulletin.marquette.edu/grad/academiccalendar/>). Students who request this option prior to the deadline for the session in which the class is offered are assigned the AU grade; students who request this option after the deadline for the session in which the class is offered are assigned the AUA grade. The AUA grade affects the ability to repeat a class and may affect satisfactory academic progress.

C-, D+ and D Grades

These grades are not approved for graduate students, including those students enrolled in undergraduate courses.

CR/NC Grading

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

S/U Grading

Students required to take undergraduate courses as prerequisites or to remedy deficiencies may not use this S/U grading option.

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

For the effect of U grades, refer to Academic Review.

UW Grade

This grade is assigned when the withdrawal is initiated by the faculty or college office because students registered for a course, never attended and failed to officially withdraw. The fact that students do not attend class, does not relieve them of the obligation to pay any tuition and/or fees that are due.

Students assume responsibility for all consequences that ensue as a result of receiving any withdrawal grade. These consequences may include, but are not limited to: a delay in graduation, external institutions/entities viewing these grades as failing grades loss of eligibility for certain scholarships and/or financial aid, loss of full-time status and/or loss of the 100% refund. Refund calculation for this grade is based on the date the university is first informed of the non-attendance.

W Grade

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

Students assume responsibility for all consequences that ensue as a result of receiving any withdrawal grade. These consequences include, but are not limited to: a delay in graduation, external institutions/entities viewing these grades as failing grades, loss of eligibility for certain scholarships and/or financial aid, loss of full-time status and/or loss of a refund.

WA Grade

This withdrawal is initiated by the faculty or college office and is assigned due to excessive absences in the course, as outlined in the syllabus. This grade is not assigned after the last day of the session in which the class is scheduled. This grade is always assigned if the withdrawal is initiated prior to the deadline to withdraw for the class in which a session is scheduled, as outlined in the Academic Calendar. If initiated after the deadline, students receive 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/activity. 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, which 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.

WF GRADE

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

1. When students initiate a withdrawal after the deadline to withdraw, as outlined in the Academic Calendar (<https://bulletin.marquette.edu/grad/academiccalendar/>).
2. When the faculty and/or college initiates a withdrawal after the last day to withdraw, as outlined in the Academic Calendar, if: (1) students exceed the faculty's absence policy in the syllabus; or, (2) students abandon the class. In these cases, for those students 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, **students who are failing the class at the time of this withdrawal must be assigned a WF.**

In all cases, this withdrawal is not permitted after the last day of the session in which the class is scheduled. Submission of this grade requires a last date of attendance/activity. This is a permanent grade and cannot be changed or overwritten at any time, except as described in the ADW section above.

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

Grade Changes

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

Temporary Grades — I, IC, IE

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

The I grade is only approved for these conditions: Student is unable to complete the course and/or take the final exam due to circumstances beyond their control, the I grade is approved by the faculty member prior to the grading deadline for the term in which the course is offered and the student's performance merits this exception. Submission of a last date of attendance is required with this 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 expressly ask the instructor to issue an Incomplete grade and explain the extenuating circumstances keeping them from completing their remaining assignments and/or final exam by the deadline. The instructor may consider the request only if the student has participated in the class consistently during the term and up to the time of the request, including completion of at least 60 percent of the class as measured in weeks of attendance or participation in the session. The instructor may not consider the request if they deem the student incapable of earning a passing grade at the time of the request. If these conditions are not met, the instructor assigns the grade that reflects both the quality of the work completed and the significance of the work/exam that has not been completed.

The IE grade is only approved for these conditions: students are unable to complete the course and/or take the final exam due to circumstances beyond their control by the deadline to remove the I grade and the extension has been approved via students' request prior to the deadline to remove the I grade, as published in the Academic Calendar (<https://bulletin.marquette.edu/grad/academiccalendar/>).

The IC grade is issued when courses extend beyond the grading period of the term in which the class started and is assigned to all students in the class, i.e., may not be used for individual students in a class with more than one student enrolled.

It is the responsibility of the faculty member to submit grade changes via the online grade change process, located in the Faculty Center in CheckMarq (<https://checkmarq.mu.edu/>), to change an I, IC or IE to a permanent grade. The deadline for students to submit their course work for the removal of the I grade and the grade change deadline are listed in the Academic Calendar (<https://bulletin.marquette.edu/grad/academiccalendar/>). For this grade, students are obligated to submit all missing work to the instructor by their deadline, or request an extension to the Graduate School before the deadline and faculty are obligated to submit the grade change by their deadline. The IE grade must be removed by the deadline, as outlined to students at the time the IE grade was approved. The IC grade removal is faculty initiated and must be removed once the class is complete; however, in all cases the IC grade must be changed within one year of the assigned IC grade. Retroactive withdrawals may not replace any incomplete grade. Once the deadline has passed to change the I, IE or IC to a permanent grade and the temporary grade has not been cleared, these grades become a permanent grade of F or other non-passing grade based on the grading options of the course. (**Note:** prior to fall 2018, the permanent grade of PI was assigned, which carried no grade points.)

Correcting a Permanent Grade

Changing a permanent grade, because of miscalculation on the part of the instructor or a misunderstanding between the instructor and students, may be initiated by either students or instructors. Changing a permanent grade should be done within six months of the end of the term.

Graduate Credit

Graduate students who are officially accepted into the Graduate School can earn graduate credit for a course if the course is a 5000-level course or higher. As per the university policy regarding course numbering, the syllabus for a post-baccalaureate/graduate course (5000-level) that is cross-listed with a 4000-level course should include learning outcomes that clearly describe and distinguish the expectations of undergraduate and graduate students. These outcomes may be overlapping and/or represent different levels of engagement with the same content, but they must be communicated explicitly for undergraduate and graduate students.

Graduate students taking courses while in a non-degree status may request subsequent transfer of credits to their degree program, once formally admitted to a degree program, by submitting a Master's Degree Transfer of Credit Request Form, available online at the Graduate School forms website (http://www.marquette.edu/grad/forms_index.shtml/).

Graduation

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

The awarding of a degree or certificate is contingent upon students' successful completion of all program requirements prior to the date of graduation. Participation in commencement does not mean a student has graduated. A cumulative grade point average of 3.000 or above is also required to graduate. Any exceptions to the total credits and minimum grade point average requirements for any degree and/or certificate must be approved by

the provost. **When students fail to graduate at the time originally anticipated, they must reapply online for the next graduation before the appropriate deadline stated in the Academic Calendar** (<https://bulletin.marquette.edu/grad/academiccalendar/>).

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

GRADUATION RECORD

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

Policy Governing Graduation Dates

Marquette University offers graduation on a weekly basis during the summer months and on a monthly basis during the academic year. However, each college/school may develop a policy that guides the implementation of this process for students in that college/school. This statement addresses the policy as implemented by the Graduate School.

The Graduate School implemented only specific additional graduation dates, and then only for students in specific academic disciplines. The additional graduation dates are used to accommodate students who are earning or earned a professional certificate issued by an agency other than Marquette University. This includes Wisconsin teaching licensure, the licensure in clinical psychology, and the specialty certificates in orthodontics, endodontics, and prosthodontics issued by the American Dental Association.

All graduate students other than those listed in the paragraph above are restricted to graduating in May, August or December of each year according to the Academic Calendar. In addition to these three regular graduations, the following additional graduation cycles are in effect for the groups of students specified:

- **Last Friday of June** – Utilized specifically for students in educational policy and leadership who are completing their student teaching, where the student teaching requirement is the final requirement necessary for graduation. This applies to master's degree and certificate students. Additionally, graduate dental students earning their master's degree in orthodontics, endodontics, or prosthodontics may be eligible for this graduation date on an exception basis, if they fail to meet the May graduation deadline for approval of the thesis.
 - In the case of both education and graduate dental students, applications for June graduation must be submitted by the deadline for May graduation.
 - Graduate dental students must submit an approved thesis and all other graduation requirements no later than June 1.
- **Last working day of September** – Available for clinical psychology and counseling psychology doctoral students who complete their pre-doctoral internship and/or their dissertation defense and dissertation submission after the deadlines established for the August graduation, but before the September graduation deadline. Students are responsible to apply for September graduation, and to complete all graduation requirements, no later than the last working day of August.
- **Last working day of October** – Available for clinical psychology and counseling psychology doctoral students who complete their pre-doctoral internship and/or their dissertation defense and dissertation submission after the deadlines established for the September graduation, but before the October graduation deadline. Students are responsible to apply for October graduation, and to complete all graduation requirements, no later than the last working day of September.
- **Last working day of January** – Available for clinical psychology doctoral students who complete their pre-doctoral internship and/or their dissertation defense and dissertation submission after the deadlines established for the December graduation, but before the January graduation deadline. In addition, this deadline is available for students in educational policy and leadership who are completing their student teaching, where the student teaching requirement is the final requirement necessary for graduation. This applies to master's degree and certificate students.
 - Students in clinical psychology are responsible to apply for January graduation and to complete all graduation requirements no later than the last working day of December.
- **Last working day of February** – Available for clinical psychology doctoral students who complete their pre-doctoral internship and/or their dissertation defense and dissertation submission after the deadlines established for the January graduation, but before the February graduation deadline. Students are responsible to apply for February graduation, and to complete all graduation requirements, no later than the last working day of January.
 - Students in educational policy and leadership are responsible to apply for February graduation no later than the last working day of January.

Students who miss the deadlines for October or February graduation must wait until the following December or May to graduate, and in such cases are responsible to meet the established deadlines for those graduation cycles.

In exceptional cases, students enrolled in other graduate programs not explicitly covered in the above policy may also be permitted to graduate during the additional graduation cycles providing that these students apply to graduate, have the support of their department, and the Graduate School approves of their inclusion in the alternate cycle.

Immunization and Tuberculosis Screening Requirements

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

Independent Study

Independent Study (6995 and 8995) courses provide students the opportunity to study and investigate areas of interest not available through normal course offerings. A 6995/8995 course may be taken on the recommendation of students' advisers and with the approval of the department chairperson. An Independent Study approval form must be completed for each 6995/8995 course and is available on the Marquette Central academic forms website (<https://www.marquette.edu/central/registrar/forms.php>). Normally, no more than six credits of 6995/8995 course work can be included in a master's degree program, no more than nine credits in a doctoral program.

Intellectual Property

Students must acquaint themselves with the University Intellectual Property Policy (https://www.marquette.edu/provost/documents/IntellectualPropertyPolicy_12.23.19.pdf). Marquette University students are subject to the policy when, working for pay or for academic credit, they participate in faculty research programs.

Last Date of Attendance/Activity

Submission of the last date of attendance/activity 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 students stop participating in a class, or classes. There is a wide definition for the last date of attendance, i.e., it does not simply refer to attending class. This includes: the last time students attended class; the last time students took a test/quiz/exam; the last time students participated in a chat/discussion; the last time students submitted course work associated with the class; the last time students used D2L for the class; the last time student participated in a lab; and/or the last time students 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.

Military Call for Active Duty or Training

The Graduate School adheres to the university policy on military call-up (<https://bulletin.marquette.edu/undergrad/academicregulations/#spanmilitarycalltoactivedutyortrainingspan>).

Readmission

See the Readmission section (<https://bulletin.marquette.edu/grad/admissionandreadmission/#readmission>) of this bulletin.

Repeated Courses

Graduate students who repeat a course may do so under certain conditions:

1. The repeated course is taken at Marquette.
2. The repeated course is identical to the original course in subject, catalog number, title, subtitle and credits.
3. The repeated course is graded with the same grading option as the original, i.e., students may not exercise a different grading option for a repeated course, unless it is now a required grading scheme.
4. A course in which a failing grade is earned may be repeated only once.
For graduate students, a failing grade is defined as any grade that is unacceptable to be counted toward degree completion.
5. Once a passing grade is earned in a course, the course may not be repeated.
6. There are certain courses that are exempt from this policy and may be repeated. Examples are thesis and dissertation courses, independent study courses, topics courses, internship and clinical courses, UWM and MCW exchange courses and most continuation courses.
7. When students repeat a transferred course at Marquette, only the Marquette course/grade are reflected in the total credits earned.

Should students need to take a course more than once, other than those referenced in item #6 above, a request to repeat must be filed using the Request Permission to Repeat a Course form found on the Marquette Central academic forms website (<https://www.marquette.edu/central/registrar/forms.php>). This request is only approved if students have not earned a passing grade in the course per Graduate School standards.

Additionally, the following policy defines the calculation of cumulative GPA and credit totals:

1. All courses taken while students are in a graduate career and pursuing a specific degree/program combination are included in the calculation of the cumulative GPA.
2. When a course is repeated in an effort to earn a passing grade, both grades are included in the calculation of the cumulative GPA.
3. A grade of F or WF has a strong negative effect on the term and cumulative GPAs. Nothing in this policy alters the normal end-of-term academic review process, which may result in students placement on probation or consideration for disenrollment.

Research Involving Humans, Animals, Radioisotopes or Recombinant DNA/Transgenic Organisms

If human subjects, animals, radioisotopes, or recombinant DNA/transgenic organisms are involved in students' research, these students must also satisfy other federally- and state-mandated requirements prior to initiating the research. These requirements are administered by the Marquette University Office of Research Compliance (ORC).

- For human subjects, students must submit a protocol for review and approval by the Marquette University Institutional Review Board prior to initiating the project. **Note:** IRB approval may take up to a month or more.
- For animal research, students must be properly trained and listed as personnel on a faculty member's active Institutional Animal Care and Use Committee-approved animal protocol. Students are not allowed to serve as principal investigators on Marquette University animal protocols.
- For radioactive material use, only authorized users are allowed to obtain this material. Students must complete the training to become a radiation worker; radiation workers can work with radioactive materials only under the supervision of an authorized user.
- For recombinant DNA or transgenic organism research, students are only allowed to work with these materials while under the direct supervision of a faculty member who has received Institutional Biosafety Committee approval.

For more information about these four areas of compliance, including forms and submission procedures, refer to the ORC website (<https://www.marquette.edu/research-compliance/>). Students may contact the Office of Research Compliance for more information by phone at (414) 288-7570 (human subjects and radiation safety) or (414) 288-6271 (animals and biosafety). Approval of the outline by the Graduate School does not constitute approval by ORC. **Note:** Non-compliance may affect acceptance of students' projects as part of their degree.

Temporary Withdrawal from Graduate Program

Marquette University supports a temporary withdrawal from graduate program policy to assist graduate students who are temporarily unable to continue their programs. A temporary withdrawal is typically granted for one term, but in some circumstances, may extend for up to one academic year. Under unusual circumstances, a second temporary withdrawal may be requested as an extension of the original request or as a separate request, unrelated to previous requests. Reasons for requiring a temporary withdrawal may include: bereavement, illness, injury, care giving, military service, maternity and paternity.

Preparing the Application for Temporary Withdrawal from Graduate Program

Students requesting a temporary withdrawal must submit a Request for Temporary Withdrawal from Graduate Program form, found on the Graduate School forms website (http://www.marquette.edu/grad/forms_index.shtml). The form is completed by the student and signed by both students and their advisers or supervising faculty member. The application is submitted to the chairperson/director for review and signature, who will forward it to the Graduate School for consideration on a case-by-case basis. Students may be required to provide documentation to support their request. The temporary withdrawal must be requested in advance of the anticipated temporary withdrawal, prior to the start of a term, and is not approved retroactively (i.e., for previous terms), unless the Temporary Withdrawal from Graduate Program approval process was initiated at the beginning of a term and the decision of the university was delayed. The termination of the withdrawal should coincide with the end of a term or session.

It is the responsibility of all students to ensure that the proposed temporary withdrawal is compatible with the regulations of any granting agency from which funding is normally received during the temporary withdrawal period, and that such agencies are informed of the proposed temporary withdrawal. Students on student loan programs are responsible for determining the consequences that such a temporary withdrawal may have on their repayment status prior to applying for a temporary withdrawal from their graduate program. International students are advised to consult with the Office of International Education regarding their immigration status prior to applying for a temporary withdrawal from their graduate program.

Students granted a temporary withdrawal from their graduate program have their time-to-completion of degree extended by the amount of time granted by their temporary withdrawal. The continuous enrollment policy is also held in abeyance during this time. Students granted a temporary withdrawal are not held to the readmission process unless they do not enroll in the term indicated on the Request for Temporary Withdrawal from Graduate Program form.

Students granted a temporary withdrawal do not have the right to use university facilities during the time of their temporary withdrawal. This includes the library, the recreation center and any other resources normally granted to enrolled students.

Students should make every effort to resolve any grades of incomplete prior to beginning a temporary withdrawal. However, students who begin a temporary withdrawal with one or more unresolved grades of incomplete must negotiate with the course instructor(s) a timeline for completion of the academic work leading to the incomplete, and must submit the timeline to the Graduate School.

The salary and stipend of graduate student assistants who are granted a temporary withdrawal from their graduate program is suspended during the period of their withdrawal.

In situations where it is necessary for students to leave during a term, they should seek a late withdrawal for that term.

Time Limitations

Students are expected to complete all requirements for their degrees in the time allowed: six years for master's degrees and certificates, and eight years for doctoral (Ph.D. and D.N.P.) degrees. The time period begins with the date of admission to degree status, or with the date of admission to non-degree or temporary status in the same or closely-related program. The start of the time period is not affected by transfer credit taken prior to admission to Marquette.

Students who are unable to complete their degrees within the allowable time may petition the Graduate School for an extension; Request for Extension of Time forms are available on the Graduate School forms website. (http://www.marquette.edu/grad/forms_index.shtml/) To ensure timely consideration, the Request for Extension of Time form should be filed early in the term in which the time limit expires. If the extension is approved, students are notified of the expectations for progress toward completion of the degree. Failure to meet those expectations may result in academic censure, including dismissal. If the extension is denied, students are terminated from their graduate program at the end of the term during which the time limit expires.

Extensions are typically granted for one academic term, but in some circumstances, may extend for up to one year. Students are generally be limited to two requests for extension of time and a cumulative total of two years of extension. Under unusual circumstances, a subsequent extension may be considered, but only to the degree it does not cause a substantial change to the student's thesis, project or dissertation committee, or alter or negatively affect fundamental aspects of the program in which they are enrolled.

Failure to complete the program or to obtain an approved extension of time may result in the student being administratively withdrawn from the program. In such cases, students must follow the guidelines for readmission in order to be considered for readmission to their program of study.

Transcripts-Official

An official transcript is a complete and unabridged copy of all academic work attempted at Marquette and includes only those courses attempted at Marquette. Partial official transcripts are never produced. Transfer and test credits accepted toward a Marquette degree are recorded, but the grades earned are not on the Marquette transcript. Course and grade information contained on the transcript is released only upon written consent from the student, as required by the federal Family Educational Rights and Privacy Act of 1974 (FERPA), or as required by law. See the University FERPA Policy located on the Marquette Central academic policies website (<https://www.marquette.edu/central/registrar/ferpa.php>).

The university accepts only official transcripts for the purposes of posting transfer credit or courses to the Marquette record and/or verification of a degree, diploma or certificate completion at another institution. Official transcripts are those that are printed on security paper and come directly via U.S. Mail or other recognized courier from another institution's record/registrar office to the Office of the Registrar (OTR), the Graduate School or are delivered electronically directly to these offices via a secured third party method that has been verified by the sending institution. All other transcripts and methods of delivery are considered unofficial. Once an official transcript is received, the transcript is used to determine credits accepted toward a graduate degree.

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

1. **Required to Withdraw for Academic Misconduct:** dismissed due to academic dishonesty. "Required to Withdraw for Academic Misconduct" appears on both unofficial and official transcripts. If students are allowed to return after this dismissal, "Reinstated to the University" permanently appears on both transcripts.
2. **Required to Withdraw for Academic Reasons:** dismissed due to academic performance. "Required to Withdraw for Academic Reasons" appears on both unofficial and official transcripts. If students are allowed to return after this dismissal, "Reinstated to the University on Probation" permanently appears on both transcripts.
3. **Required to Withdraw for Non-Academic Reasons-Expulsion:** 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 students from the university.
4. **Required to Withdraw for Non-Academic Reasons-Suspension:** dismissed due to student conduct violation. "Required to Withdraw for Non-Academic Reasons: Suspension" appears on both unofficial and official transcripts. If students are allowed to return after this dismissal, "Reinstated to the University" permanently appears on both transcripts.

5. **Required to Withdraw for Professional Integrity Reasons:** 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 students are allowed to return after this dismissal, "Reinstated to the University" permanently appears on both transcripts.
6. **Required to Withdraw for Professional Performance Reasons:** 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 students are allowed to return after this dismissal, "Reinstated to the University" permanently appears on both transcripts.
7. **Required to Withdraw for Unsatisfactory Degree Progress:** dismissed due to lack of degree progress. "Required to Withdraw for Unsatisfactory Degree Progress" appears both unofficial and official transcripts. If students are allowed to return after this dismissal, "Reinstated to the University" permanently appears on both transcripts.

Transfer of Credit

In order to protect the academic integrity and rigor of a Marquette graduate degree, limits are placed on the number of credit hours that may be transferred from other institutions, from Marquette in a different program, or from Marquette in the same program but in a different status (temporary or non-degree). Only credits directly applicable to students' Marquette degree program will be considered for transfer, and there is no guarantee that a transfer request will be approved. Credits considered for transfer must be graduate-level credits or upper-level undergraduate credits that are acceptable for graduate credit at the institution offering the course.

Credits that are accepted for a Marquette degree, if transferred from another university, are not included when calculating the GPA. However, credits taken at Marquette in another program or in the same program but in a different status (temporary or non-degree), if accepted for transfer into a degree program, are included in the GPA. Only courses in which a grade of B or above is earned may be transferred for credit into a master's program or used on a Doctoral Program Planning Form.

Credits approved for transfer from a school using a quarter-system transfer as two-thirds credit each when converted to Marquette's semester system. Transfers from schools using a trimester system varies by school and must be evaluated individually.

Students are strongly urged to consult their advisers before submitting a transfer request and before taking any course for which they intend to request transfer credit.

Courses should not be taken at another university during students' final term, if those credits are necessary to meet graduation requirements. If a course or courses are taken at another university during students' final term at Marquette, their graduation could be delayed until the following graduation cycle due to the time necessary to receive an official transcript and process the transfer credit.

Master's Programs

Upon recommendation of the department and concurrence by the dean of the Graduate School, 9-15 credit hours of the program's requirement for course work (exclusive of thesis) may be accepted for transfer depending on the total number of credits needed for the degree. Marquette University undergraduate students admitted to an accelerated degree program (ADP) are subject to the transfer limits and rules as detailed in the corresponding program's Master's Requirements section of this bulletin. Credits taken as part of a graduate certificate at Marquette can be applied to specified master's programs as detailed in the Programs and Courses of the Graduate School section of this bulletin. For all other students, the following limits apply:

- 9 credits into a degree program requiring 36 or fewer course credits
- 12 credits into a degree program requiring 37-48 course credits
- 15 credits into a degree program requiring 49 or more course credits

Credits approved for transfer are normally earned within the six-year period prior to admission to the Graduate School at Marquette. If the transfer credits are older than six years at the time of admission, the academic department to which students are being admitted is expected to require evidence of proficiency with the material in the course(s) considered for transfer. The six-year period that master's students have to complete their degree begins with admission to the Graduate School at Marquette and is not affected by prior transfer credit. There is no Graduate School requirement that students must complete a certain number of credits at Marquette prior to requesting transfer credit, but individual departments may have such a requirement. Students should consult their department adviser, director of graduate studies, or department graduate student handbook.

Only credit for courses directly comparable in content to the requirements of the current degree program, or comparable to elective courses available at Marquette, are considered for transfer. No credits are officially transferred into a degree program until the completion and submission of the Master's Degree Transfer of Credit Request form, found on the at Graduate School forms website (http://www.marquette.edu/grad/forms_index.shtml/), and approval by the Graduate School. Students must be sure that a final, official transcript is on file at the Graduate School before the form is processed.

Graduate-level credits earned at Marquette, whether as a degree student in a different graduate program or as a non-degree or temporary student, may transfer following the same request and approval procedures outlined above. Students are responsible for initiating this process. Credits transferred between Marquette programs or statuses are included as part of the 9-15 credit transfer limit.

Master's thesis credits taken at another institution are not transferable to Marquette. The six thesis credits required for a thesis-option master's degree must be taken at Marquette.

Doctoral Programs

Graduate credits from other institutions and from Marquette are accepted for a doctoral program when a Doctoral Program Planning Form is approved. In cases in which students enter the program with a master's degree from another institution in the same or closely-related field, students may request the department and the Graduate School to allow the master's degree course work to satisfy up to 50% of the required credits. For such cases, a minimum of 21 credit hours of course work exclusive of the dissertation must be taken at Marquette while in a Ph.D. or D.N.P. program. For cases in which students enter the program with a master's degree from Marquette University in the same or closely-related field, students may request the department and the Graduate School to allow up to 30 credits of course work from the Marquette master's degree to satisfy the Ph.D. course credit requirement. Thus, in this latter case, a minimum of 15 credit hours of course work exclusive of the dissertation must be taken at Marquette while in a Ph.D. or D.N.P. program. These credits must be specified on the Doctoral Program Planning Form. There is not normally an age limit for accepting credits from an earned master's degree.

Prior graduate-level credits taken, whether at another institution or at Marquette, that are not part of an earned master's degree are considered on a case-by-case basis in consultation with students' advisers, departments and the Graduate School. These credits must be specified on the Doctoral Program Planning Form. The number of credits that may be applied toward the doctorate are limited. Students should consult the Academic Programs Overview-Doctoral Degree Credit Requirements section of this bulletin. Such credits are normally earned within six years of admission to the Marquette doctoral degree. In cases in which the age of the credits exceeds six years at the time of admission, to be accepted, the academic department must require evidence of proficiency of the content contained in the courses.

Doctoral dissertation credits taken at another university are not transferable to Marquette. All twelve dissertation credits required for completion of a doctoral (Ph.D.) degree must be taken at Marquette.

Undergraduate Students in Graduate Courses

Undergraduate degree-seeking seniors, or those admitted to an appropriate accelerated degree program may, with the permission of their home college and the department offering the course, register for a 5000 or higher-level graduate course if the student has a B (3.000) or higher overall grade point average. To register for a graduate course, undergraduate degree-seeking students must complete the Permission to Enroll in a Graduate Course form, available on the Graduate School website (http://www.marquette.edu/grad/forms_index.shtml/). Once all signatures of approval are obtained and students receive a permission number from the department offering the course, students must then register for the course online through CheckMarq (<https://checkmarq.mu.edu/>). These courses may not be graded using the CR/NC, S/U, SNC/UNC or AU (audit) grading option, unless this is the only grading option available for the course.

Withdrawals

See Enrollment Changes, above.

Working with Minors

Effective July 1, 2009, University Policy and Procedure 4-26 was established to provide a safe environment to those under the age of 18 years old participating in programs and activities at Marquette University. Unless an exception applies, programs that involve adults working with minors in university-sponsored programs and other programs held on campus must register with the Department of Risk Management. In addition, adults, before directly participating with minors in such programs and activities, must complete a criminal history background check; observe specific behavioral requirements; report all allegations of inappropriate conduct; and participate in mandatory training on protecting minors and on the behavioral and reporting requirements of the policy. The Department of Risk Management's website (http://www.marquette.edu/riskunit/riskmanagement/working_with_minors.shtml/) provides additional information on this topic and all required forms needed for this policy.