

Academic Censure - Graduate School

Graduate School Academic Censure Policy

The academic censure statuses that appear permanently on the official transcript include 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/policies/academic-integrity/>) 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/graduate/policies/conduct/>) 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/graduate/policies/conduct/>) 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.

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The completed appeal form is provided 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 & Costs (<https://bulletin.marquette.edu/admission-costs/grad-admission/>) section 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 (<https://bulletin.marquette.edu/policies/academic-integrity/>) 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.

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