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 applies to faculty, staff, students and others who are employed by or affiliated with Marquette University. Research misconduct is defined as fabrication, falsification or plagiarism in proposing, performing or reviewing research, or in reporting research results.

**Procedures for Incidents of Academic Misconduct**

When a faculty member or other member of the Marquette community has reason to suspect or receives notification of a student's alleged academic misconduct, the faculty member or other member of the Marquette community must complete the Academic Misconduct Report form and submit it to the Academic Integrity Council director within five business days of obtaining information about an alleged violation. The reporter must include a summary and attach evidence, if any, of the alleged misconduct.

The Academic Integrity Council director notifies the student and selects an Investigating Officer to review the materials, interview the student and the reporter of the alleged misconduct. Within six business days of receiving the Academic Misconduct Report form, the Investigating Officer determines if the case warrants further action or is to be dismissed and informs the Academic Integrity Council director of same. Once the Investigating Officer informs the Academic Integrity Council director or designee reviews the Investigating Officer's summary and notifies the student 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**

The Academic Integrity director may offer an expedited review, specifying the maximum penalty that could be assigned, in cases where students have no record of academic misconduct at Marquette University the director deems the alleged misconduct minor. The expedited review option is not available if the alleged misconduct involves graduate students, or Health Science Professional courses. 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 them summarizing the finding and the penalty. At the same time, the Academic Integrity Council director sends a letter specifying the penalty to the appropriate college/school office and the faculty member in whose class the misconduct occurred.

If students do not accept the expedited review option, the case is moved 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 the student(s) 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 sends 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 the student 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 student’s actions by the Academic Integrity Council Executive Committee. The committee reviews the details of the student’s actions and may ask to speak to the student, the instructor, the chair of the department offering the course, associate deans and others. The Academic Integrity Executive Committee 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 the student academic file located in the Office of the Registrar. The disciplinary response and procedure for incidents of academic dishonesty that do not lead to suspension or expulsion concludes at this step.

For actions involving campus-wide sanctions, such as suspension or expulsion, 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 to be submitted to the Office of the Provost within five business days of the notification of the hearing board’s decision. The provost or designee 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 the student and to the dean and associate dean of the student’s assigned college within fifteen business days of receipt of the appeal. A copy of the provost’s decision is placed in the student academic file located in the Office of the Registrar. The decision of the provost is final.

Maintenance of Disciplinary Records

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

Professional Ethics and Standards

These procedures do not supersede or take the place of procedures established for students who violate professional standards applicable to a particular program, college or school. Separate procedures and/or outcomes may be invoked when students are found in violation of professional standards or codes of ethics related to special programs, licensure or certification as determined by the program’s external or internal professional requirements. 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 Review

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

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

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

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

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

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

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

Academic Review communication is directed to your Marquette email.

Academic Censure

There are five categories of student performance problems that can lead to some form of censure. These problems may be identified at any point during the academic year, though a systematic review of all students’ course grades is also conducted at the end of each academic term. Students under academic censure, particularly RWAR and CAA at the end of the fall term and enrolled in a J-Session spring course may remain enrolled in the class. However, the RWAR/CAA appeal is not considered until the conclusion of the J-Session for those who remain in a J-Session class. That is, there is no guarantee of readmission or reinstatement to a program, regardless of the grade earned in a J-Session class. J-Session drop/withdrawal deadlines are not in sync with the RWAR/CAA appeal deadlines. Students need to make a decision before the J-Session Add/Drop deadline regarding the appeal and financial aspects of staying in a class that may or may not apply toward degree requirements. 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 students’ 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 students’ official transcript. The statuses that appear permanently on students’ official transcript include those listed (in bold type) below.

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

Academic Standing

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

Good Standing

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

Warning Level 1: Students who earn a grade below a B in any given enrollment period, but who maintain a 3.000 cumulative grade point average and do not meet probation or dismissal status (see below) are sent a letter from the Graduate School of Management that their performance is below expectations.

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

Academic Probation

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

Dismissal

Students that have unsatisfactory course work are subject to academic dismissal (Required to Withdraw for Academic Reasons - RWAR) from their graduate program and the Graduate School of Management. For the purposes of RWAR, graduate level classes of 5000 and above are reviewed for dismissal. In addition, these students are ineligible for financial aid due to failure to maintain Satisfactory Academic Progress (SAP).

Unsatisfactory work includes:

- 3 attempted units of F, WF, U and/or UNC grades. (This includes 3 units of F/WF grades; 3 units of U grades; 3 units of UNC grades; and/or 3 units some combination of F; WF, U and/or UNC grades.)
- Attempted 1-4.5 total units and have less than a 2.000 Cum GPA.
- Attempted 5-9 total units and have less than a 2.500 Cum GPA.
- Attempted greater than 9 total units and have less than a 3.000 Cum GPA.

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

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

College Academic Alert (CAA)

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

- Multiple incomplete grades.
- A term without substantial and visible progress toward completion of program requirements, such as professional project or comprehensive exam.
- Violation of probation requirements.
- Unprofessional behavior in a class, or professional setting representing Marquette University.
- Breach of academic integrity, including, but not limited to: cheating, dishonest conduct, plagiarism, collusion or research misconduct.
- Grades and grade point averages below satisfactory performance, including all grades (graduate and undergraduate level courses) less than "B" and/or grade point averages both term and cumulative less than 3.000.

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

Dismissed students may apply for readmission through the normal admission process or by submitting a written request for readmission to the associate dean of the Graduate School of Management. Students may not be readmitted to a program that is no longer active at the time of readmission. A period of at least one term after dismissal may be required by the academic department before readmission is considered. If so required, the department may specify conditions that must be met during this period. The request for readmission must include a student statement addressing previous weaknesses, steps taken to correct the weaknesses and an explanation of why the student feels they have the ability to succeed in graduate studies. If qualified, the associate dean of the Graduate School of Management forwards the student file to the academic program for overview and recommendation on readmission. For students subsequently granted readmission, the grade point average continues from the previous calculation and students must obtain a 3.00 grade point average within a designated time frame after a new sequence of academic probation.

Academic Programs Defined

This policy (http://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 School of Management programs as well.

Accelerated Degree Program (ADP)

The Accelerated Degree Program (ADP) allows students to earn both a master’s degree and an undergraduate degree from the College of Business Administration. Undergraduate students begin their graduate work in their junior year by taking two to three graduate level courses or 6-9 credit hours.

For 5000 level classes only (those cross listed with undergraduate classes): students may start as early as first term junior year; can take only one class their first term junior year; students must have a minimum GPA of 3.000 overall and a minimum GPA of 3.000 in business classes. Students may take more than 16 credits only if their overall GPA and business GPA is 3.250 or higher. For 6000-level classes: students may start in the second term of the junior year; may take maximum of two per term (6 credits); must have a minimum GPA of 3.000 overall and a minimum GPA of 3.000 in business classes. Students may take more than 16 credits only if their overall GPA and business GPA is 3.250 or higher.

Students may double-count a maximum of 6 to 9 credits. These graduate courses count toward both the undergraduate and graduate degrees. If students are denied admission to the master’s program, the courses are counted toward the undergraduate degree only. A minimum grade of B is required for courses taken as an undergraduate student for graduate credit to apply toward graduate program requirements. Upon completion of the first term as a master's candidate, students must request courses taken as an undergraduate be transferred to the master's degree. This is requested through the Graduate School of Management's Director of Student Services.

To be considered for admission to the five-year program, applicants must formally apply to the Graduate School of Management during their senior year at Marquette University and complete all of the application requirements. Students are encouraged to review Bachelor’s-Master’s Program information within their program of choice.

Advising

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

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

Appeals

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

Appeals to the Graduate School of Management must be made in writing to the dean of the Graduate School of Management within 3 days of notification of the action being appealed. The appeal must be specific and substantiated. The dean of the Graduate School of Management reserves the right to appoint a committee to hear the appeal. During an appeal, students may maintain graduate status. This status is maintained through either course work or less than half-time continuous enrollment at the discretion of the Graduate School of Management or the students’ graduate program.

Attendance

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

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 (http://bulletin.marquette.edu/schoolofmanagement/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/sa3prod/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.

**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 (http://bulletin.marquette.edu/undergrad/academicregulations/#awardingdiplomasandcertificates) defines and outlines the process for approval and distribution for all 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 School of Management 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 a student's eligibility to continue in that degree, major and/or course.

**Commencement**

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

1. Marquette offers one Commencement per year. Commencement is held in May, following the spring term.

2. Spring Graduates:
   - Undergraduate/Master's/Health Sciences Professional students: Students who are in good academic standing, 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.
   - Doctoral 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 held in the same calendar year.

3. Summer and Fall Graduates:
   - Undergraduate/Master's/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.
   - Doctoral students: Candidates who complete their degree/dissertation (see 2. above) after Commencement of a given year, may be hooded and honored at a December Hooding Ceremony hosted by the Graduate School, or may choose to participate in Commencement held in the following calendar year.
   - Law students:
     - Summer graduates: Students who are in good academic standing, 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 are 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 the university reserves the right to make changes to the academic record, if the information contained in the program changes after final grades and degree audits are completed, or other audits reveal the need for a change.

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 and degrees of students 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 each graduating student submits online via the Student Center in their CheckMarq account (https://checkmarq.mu.edu). However, there is no limit to the number of family members and friends who may attend the university-wide Commencement exercises; tickets are not needed. For further information on the university-wide Commencement, contact University Special Events at (414) 288-7431 or visit the University Commencement website (http://marquette.edu/commencement). For further information on the Graduate School of Management ceremony, contact the GSM office.

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

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

Confidentiality of Proprietary Information
The university recognizes that the primary purpose of research and scholarship is to train future scholars and disseminate new knowledge for the benefit of humankind. However, commercially valuable inventions and discoveries also may result. Graduate students, during the course of their studies and work at the university, may receive access to confidential or proprietary information from the university, its faculty and employees and/or private companies. 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
Students enrolling in a continuation course must register to activate their desired status. All continuation classes, which are graded on the SNC/UNC basis, require the consent of the students' department which must be secured prior to registering. The Graduate School of Management offers continuation courses to secure less-than-half-time status for all Graduate School of Management programs, course number 9970.

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

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

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

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

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

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

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

**Professional Performance**

All students in professional, laboratory or clinical settings must maintain fully professional behavior at all times. If, in the judgment of the academic unit, 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 to the students. If, however, the unsatisfactory behavior is a repeat offense or is more serious in nature, a recommendation is made to the dean of the Graduate School or the Graduate School of Management, as applicable, that students be dropped from the graduate program.

**Student Conduct Code and Procedures**

Graduate students are responsible for complying with the regulations and/or procedures of the Graduate School of Management, as well as those set forth in the online (https://www.marquette.edu/student-development/policies/conduct.php). 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 of Management’s governs. If there are multiple components to the case, they may be separated and reviewed independently by the appropriate authorities.

**Credit**

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

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

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

**Course Load**

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

**Deadlines**

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

**Diplomas**

Diplomas for spring graduates are distributed at the May Commencement ceremonies. Any special arrangements for the mailing or pick-up of May diplomas must be made using the Diploma/Certificate Request forms on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml). Likewise, all summer and fall diplomas are available for pick up or can be requested by mail in the same manner.

**Enrollment Status**

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

Full-time graduate students are defined as: a) registered for seven or more credit hours of cumulative\(^1\) course work in one or more sessions of a fall term, spring term or summer term, or b) registered in the departmental full-time continuation course.
Half-time graduate students are defined as: a) registered for four or more but fewer than seven credit hours of cumulative\(^1\) course work in one or more sessions of a fall term, spring term or summer term, or b) registered in the departmental half-time continuation course.

Less than half-time graduate students are defined as: a) registered for fewer than four credit hours of cumulative\(^1\) course work in one or more sessions of a fall term, spring term or summer term, or b) registered in the departmental less-than-half-time continuation course.

Cumulative means adding all credits taken in all sessions within any one term. International students should confer with the Office of International Education for additional constraints due to additional federal regulations.

**Family Education Rights and Privacy Act (FERPA)**

In compliance with the Family Educational Rights and Privacy Act, Marquette University notifies its students each term of their rights to inspect, amend and prevent disclosure of their education records. In addition, Marquette’s policy regarding education records can be found in the FERPA policy on the Marquette Central Academic Policies website (http://www.marquette.edu/mucentral/registrar/policy_index.shtml).

**Faculty Grading**

All official grades are entered by the primary instructor of the course into CheckMarq by the grading deadline for each session, as published in the Academic Calendar (http://bulletin.marquette.edu/schoolofmanagement/academiccalendar) and are based on the work students completed during the session in which the class was offered. All coursework 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. While other approved personnel of the university may assist the faculty in grade submission on the university’s course management system (D2L); only the primary instructor may enter and approve the grades in CheckMarq. **Note:** Students other than TAs assigned to either teach or assist in a particular class are not considered ‘approved personnel’ for assisting with grades, even if trained on FERPA.

**Grade Appeals**

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

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

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

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

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

**Grading System**

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

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

Letter grades, with or without grade points, are used by Marquette faculty to evaluate student 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.**
<table>
<thead>
<tr>
<th>Grade</th>
<th>Achievement</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>Minimally acceptable on a limited basis for graduate credit</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>Not approved for graduate students</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>Not approved for graduate students</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Not approved for graduate students</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
</tr>
<tr>
<td>WF</td>
<td>Failure</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The following grades do not have associated grade points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADW</td>
<td>Administrative Withdrawal; withdrawn from the course for administrative reasons, as determined by approved personnel of the university, including but not limited to the dean, or personnel of a committee involved in formal hearing and/or appeal process.</td>
</tr>
<tr>
<td>CR</td>
<td>Credit; equivalent work of C or better.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete; a temporary grade, assigned on a pre-arranged basis, indicating inability to complete the course and/or take the final exam, due to circumstances beyond the control of the student; and, therefore, completion of assignments/exam are allowed after the term has ended.</td>
</tr>
<tr>
<td>IC</td>
<td>Course Incomplete; a temporary grade indicating the course is not completed by the end of the term in which the course is scheduled.</td>
</tr>
<tr>
<td>IE</td>
<td>Incomplete Extension; a temporary grade indicating an extension to the I grade removal deadline; assigned by the college office to those students who, due to circumstances beyond their control were unable to complete the required work by the I grade removal deadline.</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit; equivalent work of less than C.</td>
</tr>
<tr>
<td>NG</td>
<td>No grade; a temporary grade indicating grades were not entered by the grading deadline for the session in which the class was offered; a grade change is required.</td>
</tr>
<tr>
<td>SNC</td>
<td>Satisfactory completion; equivalent work of C or better in a course bearing no credit.</td>
</tr>
<tr>
<td>UNC</td>
<td>Unsatisfactory completion; equivalent work of less than C in a course bearing no credit.</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory completion; equivalent work of C or better in a credit bearing, competency-based course.</td>
</tr>
<tr>
<td>SY</td>
<td>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.</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory completion; equivalent work of less that C in a credit bearing, competency-based course.</td>
</tr>
<tr>
<td>UW</td>
<td>Unexcused withdrawal; withdrawal initiated by the faculty or college office when a student registered for a course, never attended and failed to officially withdraw.</td>
</tr>
<tr>
<td>UY</td>
<td>Unsatisfactory completion; equivalent work of less than C in the first term of a series of year-long courses, where grades are assigned only in the final course in the series.</td>
</tr>
<tr>
<td>W</td>
<td>Official withdrawal; withdrawal initiated by the student, with approval of the college office.</td>
</tr>
<tr>
<td>WA</td>
<td>Withdrawn-Excessive Absences; withdrawal initiated by the faculty or college office due to excessive absences in the course.</td>
</tr>
</tbody>
</table>

**ADW Grade**

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

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

**Audit**

Audits are not available for Graduate School of Management students and/or GSM courses.
CR/NC Grading
Under no circumstances may the undergraduate CR/NC option be exercised by graduate students taking an undergraduate course for graduate credit.

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

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

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

UW Grade
This grade is assigned when the withdrawal is initiated by the faculty or college office because students registered for a course, never attend and fail to officially withdraw.

The fact that students do not attend class, does not relieve students 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 may not be overwritten or changed, except as described in the ADW section above.

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

1. When students initiate a withdrawal after the deadline to withdraw, as outlined in the Academic Calendar (http://bulletin.marquette.edu/schoolofmanagement/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 the last date of attendance is required for this grade. 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 a temporary grade (I, IC or IE) to a permanent grade and correcting a permanent grade.

Temporary Grades — I, IC and IE

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

The I grade is only approved for these conditions: Student are 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 students’ performance merits this exception. This grade may not be assigned once the session in which the class is scheduled has ended. Submission of a last date of attendance is required with this grade. If these conditions are not met, the instructor assigns the grade that reflects both the quality of the work completed and the significance of the work/exam that has not been completed.

The IE grade is only approved for these conditions: Students are 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 students’ performance merits this exception. This grade may not be assigned once the session in which the class is scheduled has ended. Submission of a last date of attendance is required with this grade. If these conditions are not met, the instructor assigns the grade that reflects both the quality of the work completed and the significance of the work/exam that has not been completed.

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 the students or the instructor.

Graduate Credit

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

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

Graduation

All students must apply for graduation by the deadline specified in the Academic Calendar (http://bulletin.marquette.edu/schoolofmanagement/academiccalendar). Graduation Application forms for Graduate School of Management students are available in the Student Center of the CheckMarq account (https://checkmarq.mu.edu). 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. In addition, students’ record must be cleared of all temporary grades (grades of I, IC, IE and NG) before graduation is allowed. Participation in commencement does not mean students have graduated. A cumulative grade point average of 3.000 or above is required to graduate. This includes all courses taken at the 5000 level or higher. Any exceptions to the total credits and minimum grade point average requirements for any degree and/or certificate must be approved by the provost. If 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.

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, 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 requirements are complete.

**Graduation Record**

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

**Immunization and Tuberculosis Screening Requirements**

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

**Inactive Files**

Incomplete and inactive admission files are discarded after one year.

**Independent Study**

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

**Intellectual Property**

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

**Inter-University Visitation**

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

**Marquette–UWM**

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

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

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

In 1996 a group of M.B.A. directors and administrators from Jesuit and Jesuit-friendly universities decided to work together to promote the many benefits of Jesuit business education. This consortium of 27 Jesuit and a subset of Jesuit-friendly schools include some of the most revered names in business education. The collective of resources of these schools provides you with a unique competitive advantage.

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

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

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 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 the students took a test/quiz/exam; the last time the students participated in a chat/discussion; the last time the students submitted homework; the last time the students used D2L; the last time the students participated in a lab; and/or the last time the students participated in any class activity, either inside or outside the classroom. The last date of attendance is calculated by using the latest date students participated in any of these activities.

Law Student Consent to take a GSM course

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

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

Military Call for Active Duty or Training

The Graduate School of Management adheres to the university policy on military call-up (http://bulletin.marquette.edu/undergradacademicregulations/#spanmilitarycalltoactivedutyortrainingspan).

Readmission

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

Registration/Enrollment Changes

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

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

Students must be registered by the deadline to Add/Drop for each session in which a class is offered, as outlined in the Academic Calendar (http://bulletin.marquette.edu/schoolofmanagement/academiccalendar). Students are responsible to ensure that their course schedule for each term/session accurately reflects the courses they plan to attend. Students may not attend courses for which they are not officially registered. The university does not
Students who do not plan to attend the university are responsible for dropping classes through CheckMarq, before the deadline to Add/Drop for the session/term and notifying the Graduate School of Management.

After the deadline to Add/Drop for each session/term, dropped courses initiated by students become a withdrawal. Students must notify the Graduate School of Management directly and complete appropriate forms before any enrollment change becomes effective. It is not sufficient for students to notify the course instructor or someone in the department office. The Course Drop or Withdrawal Form is available on the Graduate School of Management forms website (http://business.marquette.edu/academics/forms). Once a permanent grade is assigned, it is not changed except for institutional error or policy. Students may not be dropped or withdrawn after the session in which the class is scheduled has ended.

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

Failure to officially withdraw from classes, or the university, according to established deadlines in the Academic Calendar, (http://bulletin.marquette.edu/schoolofmanagement/academiccalendar) the procedures referenced below, and the timelines, as published by the Bursar's Office (http://www.marquette.edu/mucentral/bursar/withdrawal_index.shtml), does not relieve students of the responsibility to pay for any tuition/fees owed for such classes. In addition, if students cease attendance (drop or withdraw) from all federal aid eligible courses in a payment period, those students must be considered a withdrawal 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 Graduate School of Management. 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 all withdrawal forms are submitted to the university is the date used for any tuition refund calculations.

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

Adding Courses

Students who wish to add one or more courses after the deadline to Add/Drop must contact the Graduate School of Management at (414) 288-7145 or by email (mba@marquette.edu) and request to add a course, but registration into the requested class is not guaranteed. Students that register after the start of classes are responsible to make up all work that was missed.

Dropping OR WITHDRAWING FROM Courses

Students who, after the deadline to Add/Drop, wish to withdraw from one or more, but not all, courses (W grade) in a particular session/term are strongly encouraged to contact the Graduate School of Management before the decision to withdraw is made. Once the decision to withdraw is made, students must complete the Graduate School of Management’s Course Drop or Withdrawal form available on the Graduate School of Management forms website (http://business.marquette.edu/academics/forms). (See also Withdrawing From All Courses, below.) Failure to officially withdraw does not relieve students of the responsibility to pay for any tuition/fees owed for such classes. Tuition refunds (refer to Refunds and Adjustments on the Tuition, Fees and Housing section (http://bulletin.marquette.edu/schoolofmanagement/tuitionfeesandhousing) of this bulletin) and W (Withdrawal) grades are based on the date that students submit the Course Drop or Withdrawal form to the Graduate School of Management, not on the date that students last attend classes or sign the form.

Students who wish to withdraw from a course with a W (Withdrawal) grade must do so before the deadline date listed in the Academic Calendar (http://bulletin.marquette.edu/schoolofmanagement/academiccalendar). Due to excessive absences or other reasons, including failure to formally withdraw before the deadline, 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). If an ADW, UW, WA or WF grade has already been assigned, it is not replaced with any other grade, except as described in the ADW grading section above.

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

Withdrawing from All Courses

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

**Repeated Courses**

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

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

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

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

**STEM - MBA Accelerated degree program (Science, Technology, Engineering and Mathematics)**

The five-year program allows students to earn both their master of business administration (M.B.A.) and an undergraduate degree from various colleges with a bachelor of science degree. Undergraduate students begin their graduate work in their senior year by taking two to four graduate-level courses.

These graduate courses double-count toward the undergraduate and graduate degrees. Should students be denied admission to the M.B.A. program, the courses are counted toward the undergraduate degree only. A minimum grade of B is required for courses taken as an undergraduate student for graduate credit to apply toward graduate program requirements. Upon completion of the first term as a master's candidate, students must request courses taken as an undergraduate be transferred to the master's degree. This is requested through the Graduate School of Management's Director of Student Services.

The five-year programs are available for the following undergraduate degrees:

- Biochemistry & Molecular Biology
- Biocomputing
- Bioelectronics
- Biological Sciences
- Biomechanics
- Biomedical Sciences
- Chemistry
- Civil Engineering
- Computer Engineering
- Computer Science
- Construction Engineering
- Electrical Engineering
- Environmental Engineering
- Exercise Physiology
- Mathematics
- Mechanical Engineering
- Physics
- Physiological Sciences

To be considered for admission to the five-year program, applicants must formally apply to the Graduate School of Management during their junior year at Marquette University, complete all of the application requirements and indicate on the application that they are applying for the five-year program. For detailed information, contact the Graduate School of Management at (414) 288-7145 or visit the MBA website (https://www.marquette.edu/business/graduate/mba.php).
Temporary Withdrawal from a Graduate Program

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

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

Time Limitations

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

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

Transcripts - Official

A transcript is a complete and unabridged copy of all academic work attempted at Marquette and includes only those courses attempted at Marquette. Transfer and test credits accepted toward a Marquette degree are recorded, but the grades earned are not on the Marquette transcript. Course and grade information contained on the transcript is released only upon written consent from the student, as required by the federal Family Educational Rights and Privacy Act of 1974 (FERPA), or as required by law. See the university FERPA Policy located on the Marquette Central academic policies website (http://www.marquette.edu/mucentral/registrar/policy_index.shtml).

The university accepts only official transcripts for the purposes of posting transfer credit or courses to the Marquette record and/or verification of a degree, diploma or certificate completion at another institution. Official transcripts are those that are printed on security paper and come directly via U.S. Mail from another institution’s record/registrar office to the Office of the Registrar (OTR), the Graduate School of Management or are delivered electronically directly to these offices via a secured, third-party method that has been verified by the sending institution. All other transcripts are considered unofficial and are not accepted or processed. Once an official transcript is received, the transcript is used to determine credits accepted toward the graduate degree.

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

1. **Required to Withdraw for Academic Misconduct**: 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 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

Limits are placed on the number of credit hours that may be transferred from other institutions in order to protect the integrity of the Marquette degree programs. Only credits directly applicable to student’s Marquette degree program are considered for transfer and there is no guarantee that these are approved. All transfer credits need to be from AACSB accredited schools. Students are encouraged to have courses pre-approved for transfer prior to registering for courses outside the Marquette University Graduate School of Management. Credits that are accepted for a Marquette degree, if transferred from another university, are not included when calculating students’ GPA. However, credits taken at Marquette in another program, if accepted for transfer into a degree program, are included in the students’ GPA. Only courses in which a grade of B or above has been earned may be transferred for credit into a master’s program. Students are strongly urged to consult their advisers before requesting or taking any course which they want to transfer credits.

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

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

Credits approved from a school using a quarter-system transfer as two-thirds credit each when converted to Marquette’s term system. Semester credit equivalents for transfers from schools using a trimester system vary by school and must be evaluated individually. Students who have fewer than the required number of credits for completion of the degree after such transfers must take additional course work to make up the shortfall.

1. Transfer credits do not apply toward Graduate School of Management specializations.
2. Transfer credits are not permitted for certificate programs.
3. Members of the Jesuit Multilateral Agreement (see Jesuit Multilateral Agreement) may transfer more than 6 credits of pre-approved course work into a master’s program but not into a certificate program.
4. Graduate level credits earned at Marquette, as degree students in a different graduate program or as non-degree students, may transfer following the same request and approval procedures outlined above. The transfer credit limits apply to these students, with the exception of the second master’s degree. Students are responsible for initiating this process.

To transfer credits from courses taken within Marquette University, the following limits apply:

1. a maximum of 9 credits may transfer for a master’s degree of 36 or fewer credits
2. a maximum of 12 credits for a master’s degree of 37-48 credits
3. a maximum of 15 credits for a master’s degree of 49 or more credits. (See Earning a Second Master’s Degree for additional information.)

Students in certificate programs are encouraged to seek advising regarding transferring certificate courses to master’s degree requirements. Transfer credits from certificate programs to master’s degree vary by degree. Note that no credits can be transferred into a certificate and no courses taken prior to admission to a certificate program can count toward that certificate.

Transfer credits taken the same term as projected graduation may be problematic. Official transcripts sent directly from the attending school to the Graduate School of Management are required by the deadline posted in the Academic Calendar (http://bulletin.marquette.edu/schoolofmanagement/academiccalendar). This deadline may be earlier than the completion of the term for which classes are being taken. It may be necessary for students to reapply for a future graduation.

Transfer of Credit form and the Transfer of Credit Checklist can be found on the Graduate School of Management forms website (http://business.marquette.edu/academics/forms). (http://www.marquette.edu/gsm)

Undergraduate Students in Graduate Courses

Undergraduate degree-seeking juniors, 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 students have a B (3.000) or higher overall grade point average. To register for a graduate course, the undergraduate degree-seeking students must complete the Permission to Enroll in a Graduate School of Management Course form, available on the Graduate School of Management forms website (http://business.marquette.edu/academics/forms).
Once all signatures of approval have been obtained and the students have received a permission number from the Graduate School of Management, the students must then register for the course online through CheckMarq (https://checkmarq.mu.edu).

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

For 5000-level classes (those cross listed with undergraduate classes): students can start first term junior year; can take only one their first term junior year; must have a minimum GPA of 3.000 overall and a minimum GPA of 3.000 in business classes. Students can take more than 16 credits only if their overall grade point average and business grade point average is 3.250 or higher.

For 6000-level classes only: students can start second term junior year; can take maximum of two 6000-level classes per term; must have a minimum GPA of 3.000 overall and a minimum GPA of 3.000 in business classes. Students can take more than 16 credits only if their overall grade point average and business grade point average is 3.250 or higher.

For undergraduate degree-seeking business students, a maximum of 9 credits may apply both toward undergraduate and graduate requirements. The maximum graduate credits transferable from undergraduate to a Graduate School of Management degree, pending approval and overall program requirements are: Accounting (M.S.A.) - 9 credits, Accounting Analytics (M.S.A.A.) - 9 credits, Economics (M.S.A.E.) - 9 credits, Business Administration (M.B.A.) - 9-12 credits and Supply Chain Management (S.C.M.M.) - 6 credits. Students have five years to be admitted and start graduate studies. Transfer credits do not apply if courses are 5 or more years old. See Transfer of Credit in this section for additional information.

Withdrawals

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