

Academic Regulations

Academic Integrity

Academic integrity is the foundation of learning, research and scholarship. To that end, it is imperative that all members of the university community adhere to a shared understanding of the standards outlined in this policy. All faculty, staff and students are required to recognize, respect and uphold:

- The Statement on Academic Integrity
- The Honor Pledge
- The Honor Code
- Best Practices
- Academic Misconduct Policy

Statement on Academic Integrity

We, the scholars of Marquette University, recognize the importance of personal integrity in all aspects of life and work. We commit ourselves to truthfulness, honor and responsibility by which we earn the respect of others. We support the development of good character in our academic community and commit to uphold the highest standards of academic integrity as an important aspect of personal integrity. Our commitment obliges us as students, faculty and staff to conduct ourselves according to the Marquette University Honor Code set forth below. We do this in pursuit of Marquette University's mission, which is the search for truth, the discovery and sharing of knowledge, the fostering of personal and professional excellence, the promotion of a life of faith and the development of leadership expressed in service to others.

Students are asked to commit to academic integrity through the following *honor pledge*. Faculty may require students to sign the pledge in their courses or for any individual assignment.

Honor Pledge

I recognize the importance of personal integrity in all aspects of life and work. I commit myself to truthfulness, honor and responsibility, by which I earn the respect of others. I support the development of good character and commit myself to uphold the highest standards of academic integrity as an important aspect of personal integrity. My commitment obliges me to conduct myself according to the Marquette University Honor Code.

Honor Code

The honor code obliges students:

1. To fully observe the rules governing exams and assignments regarding resource material, electronic aids, copying, collaborating with others, or engaging in any other behavior that subverts the purpose of the exam or assignment and the directions of the instructor.
2. To turn in work done specifically for the paper or assignment and not to borrow work either from other students, or from assignments for other courses, unless approved by the faculty member.
3. To give full and proper credit to sources and references and to acknowledge the contributions and ideas of others relevant to academic work.
4. To report circumstances that may compromise academic honesty, such as inattentive proctoring or premature posting of answers.
5. To complete individual assignments individually and neither to accept nor give unauthorized help.
6. To accurately represent their academic achievements, which may include their grade point average, degree, honors, etc., in transcripts, in interviews, in professional organizations, on resumes and in the workplace.
7. To report any observed breaches of this honor code and academic honesty.

Academic integrity is a matter of great importance to the entire Marquette community and as such the honor code obliges others on campus as well.

The honor code obliges instructors:

1. To monitor and design exams and assignments so that honest students are not disadvantaged by other students who might choose to cheat if given the opportunity.
2. To report circumstances that may compromise academic honesty, such as inattentive proctoring or premature posting of answers.
3. To follow all published procedures regarding cases of academic misconduct.
4. To report any observed breaches of this honor code and academic honesty.

The honor code obliges researchers:

1. To give full and proper credit to sources and references and to acknowledge the contributions and ideas of others relevant to research.
2. To conduct research experiments according to professional standards of objectivity, conscientiousness, reliability and transparency.
3. To conduct all experiments according to professional ethical standards and, when applicable, to submit all proposed investigations to the relevant oversight bodies.

4. To provide sufficient documentation of research methodology so that other researchers in the field may replicate work.
5. To observe all duties required by copyright, trademark, patent and/or other applicable laws or regulations.
6. To follow all published procedures regarding cases of personal and academic misconduct.
7. To report any observed breaches of this honor code and academic honesty.

The honor code obliges staff:

1. To interpret procedures and regulations in the spirit of furthering the highest standards of personal and academic integrity.
2. To report circumstances that may compromise academic honesty, such as inattentive proctoring or premature posting of answers.
3. To follow through on reporting, punishment and record-keeping on all incidents of personal and academic misconduct.
4. To follow all published procedures regarding case of personal and academic misconduct.
5. To report any observed breaches of this honor code and academic honesty.

Academic Integrity Best Practices

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

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

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

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

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

Academic Integrity Tutorial

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

Academic Misconduct Policy

Definitions of Academic Misconduct

Academic misconduct includes, but is not limited to, individual violations, helping another student with any form of academic misconduct, failing to report any form of academic misconduct, or intentionally interfering with the educational process in any manner. Faculty, staff or students who are aware of academic misconduct and fail to report it are considered complicit in these actions. The following sections provide representative examples of academic misconduct. If students are in doubt as to whether an action or behavior is subject to the academic misconduct policy, they should consult an appropriate member of the Academic Integrity Council, faculty or staff.

Cheating

1. Copying from others for an assignment and/or during an examination, test or quiz.
2. Obtaining, or attempting to obtain, an assignment, examination, test, quiz or answer key without authorization.
3. Using unauthorized electronic devices or materials for an assignment, during an examination, test or quiz.
4. Communicating answers or providing unauthorized assistance for an assignment, examination, test or quiz.
5. Using unauthorized answers or assistance for an assignment, examination, test or quiz.
6. Offering one's own work to another person, or presenting another person's work as one's own.

7. Completing an assignment and/or taking an examination, test or quiz for another student, or having someone complete an assignment, take an examination, test or quiz for oneself.
8. Tampering with an assignment, examination, test or quiz after it has been graded and then returning it for additional credit.
9. Outsourcing assignments, papers, examinations, tests, quizzes to fellow students or third parties.

Plagiarism

Plagiarism is intellectual theft by the unethical use of sources. It means use of another's creations or ideas without proper attribution. Credit must be given for every direct quotation, for paraphrasing or summarizing any part of a work and for any information that is not common knowledge. Plagiarism is further addressed in the Academic Integrity Tutorial.

Academic Fraud

1. Altering or forging documents including forms, letters, grade reports, medical reports, transcripts and verifications.
2. Submitting substantial portions of the same work for credit in more than one course, or from previous institutions, without receiving permission from all instructors involved.
3. Using purchased answers, or selling answers to assignments, examinations, quizzes or papers.
4. Attending class for another, or having others attend class for oneself.
5. Falsifying the records of clients or patients.
6. Falsifying one's own clinical, co-op, field placement or internship records.
7. Misrepresenting oneself, degree(s), areas of study, course work and/or grade point average.

Research Misconduct

The University Research Misconduct Policy (http://www.marquette.edu/orsp/documents/ResearchMisconductPolicy1_09.pdf) applies to faculty, staff, students and others who are employed by or affiliated with Marquette University. Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

Procedures for Incidents of Academic Misconduct

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

When a faculty member or other member of the Marquette community has reason to suspect or receives notification of alleged student 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 director within five business days of obtaining information about an alleged violation. The reporter must include a summary and attach evidence, if any, of the alleged misconduct.

The Academic Integrity director 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 director of same. In cases involving more than two students, the investigation period may be extended one day for each additional two students at the discretion of the Academic Integrity director. The timeline for investigation may be adjusted during periods when students and faculty are away from campus. Once the Investigating Officer informs the Academic Integrity director of the decision, the Academic Integrity director or designee reviews the Investigating Officer's summary and notifies the student(s) within two business days of the disposition. For cases moving forward, the Academic Integrity 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 grades 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 and the director deems the alleged misconduct minor. Expedited review is not offered to graduate students alleged to have cheated or committed academic fraud or extensive plagiarism. A copy of the expedited offer is sent to the students' college/school office and the faculty member in whose class the misconduct occurred.

Students have two business days to respond to the Academic Integrity director. If students accept responsibility and the penalty, the Academic Integrity director sends a final letter to them summarizing the finding and the penalty. At the same time, the Academic Integrity director sends a letter specifying the penalty to the students' college/school office and the faculty member in whose class the misconduct occurred.

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

In all cases where students have been found in violation, a copy of the file relating to the alleged misconduct 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 director for cases that are ineligible for expedited review, all cases in which students request a hearing or cases the Academic Integrity director deems appropriate. The Board generally consists of two faculty, two students and the dean's office designee from the student's college/school. The dean's office designee acts as the Hearing Board chair.

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

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 director within five calendar days of the notification of the decision. Upon receipt of the appeal, the Academic Integrity 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 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 students' permanent confidential file located in the Office of the Registrar. The disciplinary response and procedure for incidents of academic dishonesty that do not lead to suspension or expulsion concludes at this step.

For actions involving campus-wide sanctions, such as suspension or expulsion, students have the right of appeal to the Office of the Provost. A formal written appeal stating the grounds for appeal and available documentation is 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 students and to the dean and associate dean of the students' assigned college within fifteen business days of receipt of the appeal. A copy of the provost's decision is placed in the students' permanent confidential file located in the Office of the Registrar. The decision of the provost is final.

Maintenance of Disciplinary Records

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

Professional Ethics and Standards

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

Academic Advising

The University's Advising Philosophy

Advising fosters intellectual, moral and personal growth in students. It is informed by the teachings of Ignatius Loyola, who advocated that Jesuit schools should educate students who will lead and be a leaven for good. This requires that students obtain both a firm base of knowledge and a strong sense

of personal responsibility. Thus, Marquette seeks to educate on both the intellectual and moral level. The mark of academic success is the ability of students to function as well-educated, responsible members of society.

Goals for Advising

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

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

Adviser and Student Expectations

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

Students may anticipate the following from advisers:

1. Advisers recognize the goal of advising is the academic success and personal growth of the student.
2. Advisers work to develop good rapport with the student and in doing so, also serves as a mentor.
3. Advisers have knowledge of major course content, course sequencing, the Marquette Core Curriculum (MCC) and graduation requirements as provided in the bulletin.
4. Advisers are available during their regular office hours, or by appointment and prepares for each scheduled session by reviewing their advisees' record before the meeting.
5. In addition to showing common courtesy toward advisees, advisers listen carefully, provide encouragement and support and respect the advisees' ability to make decisions.
6. Advisers help students develop strategies for academic success and understand the possible associated consequences.
7. Advisers identify and address potential conflicts that might arise in students' schedules and develop a long-term schedule to avoid conflicts (e.g., prerequisites, infrequent offerings, etc.).
8. Advisers inform advisees of opportunities and information, particularly related to majors and minors but also including internships, research, graduate and professional school opportunities.
9. Advisers understand that academic performance can be influenced by factors unrelated to the classroom and is prepared to deal with these issues and make referrals as necessary.
10. Advisers know where to direct students to additional resources when necessary.

Advisers may anticipate the following from students:

1. Students accept full responsibility for their academic success and acknowledge that advisers are a major resource for achieving that success.
2. Students understand bulletin information including graduation requirements.
3. Students acknowledge that successful advising requires openness and honesty with advisers.
4. Students work to develop a good rapport with their advisers.
5. Students have a desired expectation for their Marquette experience and come to meetings prepared to discuss career goals, co-curricular interests, etc.
6. Students prepare for advising sessions by developing semester schedules that meet certain long-term goals such as fulfilling the requirements of the MCC and college curriculum.
7. Students should have knowledge of the classes they are interested in taking, as well as alternative options, and recognize that their plans may change.
8. Students show common courtesy toward their advisers, including honoring all advising appointments once scheduled.
9. Students seek appropriate help to solve problems that may adversely affect their academic performance and recognize that the academic advisers are the appropriate person with whom to start this process.
10. Students ensure that all questions and concerns are adequately addressed.

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

Academic Censure-Probation-Dismissal-Academic Alert

Overview

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

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

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

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

Academic Probation-College Probation

Students are placed on college academic probation according to the policies of their individual colleges (see the respective college sections of the Undergraduate bulletin for details). This probation status does not impact financial aid eligibility. Likewise, financial aid eligibility does not impact or reverse academic probation.

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

The Office of the Registrar (OTR) and the Office of Student Financial Aid (OSFA) monitor cumulative GPAs.

At the conclusion of each spring term, students who do not meet the GPA requirements listed below are academically dismissed by their college (coded as RWAR by OTR) and students' records are also coded to reflect their failure to maintain satisfactory academic progress (coded as SAP by OSFA):

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

Please Note: Students who were subject to RWAR/SAP at the conclusion of a spring term and reinstated to the University, who fail to meet the terms of the academic plan established by their college will be subject to RWAR/SAP in any subsequent term (fall, spring, or summer). In addition, a student who fails to meet the GPA requirements listed above in a fall or summer term and who elects not to return to the University will be subject to RWAR/SAP in the subsequent term.

In addition:

1. Those students who have been granted an official Medical Withdrawal by the university are not subject to RWAR for the term in which the Medical Withdrawal is approved. They are, however, subject to SAP.
2. Those students who withdraw from their first term at Marquette are not subject to RWAR in that term. They are, however, subject to SAP.
3. Those students who choose the audit (AU) option in all classes are not subject to RWAR or SAP for that term. However, if these students withdraw and/or receive a grade of AUA in that same term, they are subject to RWAR and SAP.
4. Those students enrolled in audit-only programs are not subject to RWAR or SAP. However, if these students withdraw from the audit-only program or classes and/or receive a grade of AUA in that same term, they are subject to RWAR and SAP for that term.
5. When a grade change is submitted on behalf of students to the Office of the Registrar within one week of the RWAR/SAP assignment, the Academic Censure determination is reviewed and the RWAR/SAP removed, if applicable. **However, it is highly recommended that students submit the Academic Censure Appeal by the deadline, because if the grade change request is denied, there is no extension to the deadline for these cases.**
6. RWAR decisions and SAP are communicated to students via Marquette email. As per the university email policy, students are responsible for monitoring their Marquette email at all times.
7. Students coded with RWAR who are not reinstated are dropped from any classes in which they are subsequently registered.

RWAR/SAP Appeal process

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

The Academic Censure/Satisfactory Academic Progress Appeal form is posted on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml/) and includes all of the required information students must submit to have an appeal reviewed. The Undergraduate Academic Censure Committee reviews all appeals, taking into consideration the unique circumstances of students, as documented at the time of the appeal. That is, documentation of a unique circumstance may not be submitted after the deadline to appeal. The decision of the committee is final.

When appeals are approved:

1. Students are 'Reinstated on Probation' and the college designs academic plans for these students, outlining how they are to regain satisfactory academic and degree progress standing and become financial aid eligible.
2. The plan must be measurable and ensure that students are able to meet Marquette's SAP standards by a specific point in time. Plans are to include courses to be taken, expected grades and a time frame to complete the outlined objectives.
3. The plan is monitored and evaluated at the end of each term (fall, spring and summer).
4. Students who are on multiple term plans and are satisfying their plans at the end of each term, are not subject to RWAR or SAP, regardless of the GPA.
5. Students who do not fulfill all the academic obligations as outlined in their plan, are again coded as RWAR and SAP and subject to all provisions of this policy.

Students who appeal their RWAR/SAP decision from the spring term for reinstatement to the immediately-following summer term and are denied are also denied for reinstatement to the subsequent fall term. An amended appeal may be filed *only if* issues preventing students from being academically successful were raised in the initial appeal and no diagnosis or other documentation to support the claim was available to be included with that initial appeal. The amended appeal requires documentation that these same issues are now being addressed and supporting statements from the professional with whom students have been working indicating a readiness to return to Marquette by the fall term. The specific deadline for this amended appeal is communicated to students in the initial denial notification they receive via Marquette email.

Students who appeal their RWAR/SAP decision from the spring term for reinstatement to the subsequent fall term and are denied, may exercise the option of submitting an amended appeal. This amended appeal may be filed *only if* issues preventing students from being academically successful were raised in the initial appeal and no diagnosis or other documentation to support the claim was available to be included with that initial appeal. The amended appeal requires documentation that these same issues are now being addressed and supporting statements from the professional with whom students have been working indicating a readiness to return to Marquette by the fall term. The specific deadline for this amended appeal is communicated to students in the initial denial notification they receive via Marquette email.

If an appeal is denied, students have the option to present compelling evidence in writing to the Vice Provost for Academic Affairs and *only if* they believe the Academic Censure Committee did not follow the procedures as outlined in this policy when making the decision. This evidence must outline in detail the improper procedure used when the denial decision was made.

Academic Dismissal-Academic Misconduct

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

College Academic Alert (CAA)

Students who do not fall under the university RWAR or SAP criteria as outlined above, **however fail to make progress in the particular college or major**, as outlined by the college in this bulletin and/or the college handbook, are barred from future registration by a CAA registration hold. Students subject to CAA are dropped from any enrolled future term classes.

The Academic Censure/Satisfactory Academic Progress Appeal form is posted on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml/) and includes all of the required information students must submit to have an appeal reviewed. The Undergraduate Academic Censure Committee reviews all appeals, taking into consideration the unique circumstances of students, as documented at the time of the appeal. That is, documentation of a unique circumstance may not be submitted after the deadline to appeal. The decision of the committee is final.

1. The CAA hold is assigned by the college office and is specific to the individual college's degree progress policies (see the respective college section of the Undergraduate bulletin). The college communicates this information via the Marquette email. As per the university email policy, students are responsible for monitoring their Marquette email at all times.

2. Regardless of the college that places students on College Academic Alert, the CAA applies to all colleges; therefore, students who wish to be considered for reinstatement to any college, **must submit an appeal.**
3. Students may appeal the CAA to their original college or any other college by using the same Academic Censure/Satisfactory Academic Progress Appeal form on the Marquette Central academic forms website. (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml/)
4. When the Undergraduate Academic Censure Committee approves the appeal, the CAA hold is removed, and students are notified via Marquette email.

Students who appeal their CAA decision from the spring term for reinstatement to the immediately-following summer term and are denied are also denied for reinstatement to the subsequent fall term. An amended appeal may be filed *only if* issues preventing students from being academically successful were raised in the initial appeal and no diagnosis or other documentation to support the claim was available to be included with that initial appeal. The amended appeal requires documentation that these same issues are now being addressed and supporting statements from the professional with whom students have been working indicating a readiness to return to Marquette by the fall term. The specific deadline for this amended appeal is communicated to students in the initial denial notification they receive via Marquette email.

Students who appeal their CAA decision from the spring term for reinstatement to the subsequent fall term and are denied, may exercise the option of submitting an amended appeal. This amended appeal may be filed *only if* issues preventing students from being academically successful were raised in the initial appeal and no diagnosis or other documentation to support the claim was available to be included with that initial appeal. The amended appeal requires documentation that these same issues are now being addressed and supporting statements from the professional with whom students have been working indicating a readiness to return to Marquette by the fall term. The specific deadline for this amended appeal is communicated to students in the initial denial notification they receive via Marquette email.

If an appeal is denied, students have the option to present compelling evidence in writing to the Vice Provost for Academic Affairs and *only if* they believe the Academic Censure Committee did not follow the procedures as outlined in this policy when making the decision. This evidence must outline in detail the improper procedure used when the denial decision was made.

Academic Programs Defined

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

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

A student may concurrently enroll in more than one certificate, and, in some cases, courses may be used to satisfy the requirements of more than one certificate, as outlined in the university bulletins for each certificate; however, in all cases, only if the student is admitted to the certificate at the time the courses are taken.

Certificates must be approved individually via the curriculum approval process as Title IV aid eligible, meeting Gainful Employment guidelines, in order for students in any of these programs to receive federal financial aid. There is no retroactive awarding of certificates or using courses that were taken prior to the admission to a certificate program to satisfy the requirements of a certificate. Credit may not be transferred in to satisfy the requirements of a certificate.

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

Academic Standing

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

Attendance

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

The undergraduate attendance policy specifies the role of students, instructors and university administrators in cases when students are absent from one or more classes.

Students are expected to attend all class meetings for courses in which they are registered and to be on time. The university allows students to add classes until the deadline to Add/Drop, as published in the Academic Calendar (<https://bulletin.marquette.edu/undergrad/academiccalendar/>). The obligation to attend class begins once students are registered for a class; therefore, students are not considered absent until registered and must be allowed to make up any work that was required before this time, if requested by the student.

The university does not require faculty to take attendance; however, if faculty use an attendance policy for a class, they must include this policy on the course syllabus which must clearly define the consequences for non-attendance and include their policy on issuing WA grades (withdrawn for excessive absences). If attendance is identified as a portion of the students' final grade, faculty must maintain a record of students' attendance throughout the term. If not included in the course syllabus, faculty must provide students with access to the policy, in writing, no later than the first day of classes.

Excused Absences

The university recognizes there are times when students must miss class due to exigent circumstances. Regardless of the attendance policy of the faculty, the following are considered excused obligations and are not to be counted as absences in the class.

1. Jury duty, with appropriate documentation, or short-term military call-up, as outlined in the Military Call to Active Duty or Training policy (p. 22) in this bulletin.
2. The day(s) of religious observances, as listed on the Campus Ministry website (<http://www.marquette.edu/cm/>).
3. Participation in Division-1 athletics or other university-sanctioned events:
 - a. This activity must be documented and provided to the faculty in advance of the activity.
 - b. The documentation must be verified by an official of the University, who is directly related to the activity (e.g. Division-1 athletics representative; musical group director; student development representative, etc.).

Making Up Work from a Missed Class

The excused absences outlined above require the faculty to facilitate alternative means for students to make up classwork and/or get notes from a lecture. Labs, clinicals and other field-based classes are the exceptions to this because it may be impossible to make up classwork in these types of classes.

Unexcused Absences

Absences not listed above are unexcused. The ability to make up class work as a result of an unexcused absence is at the discretion of the faculty, as outlined in the faculty's attendance policy.*

Cumulative Absences and WA Grades

In all cases, students may be withdrawn from the class with a WA grade (withdrawn for excessive absences) when a total of six absences (in the case of a three-day per week class) or four absences (in the case of a two-day per week class) have been recorded, regardless of the type of absence (excused or unexcused). Faculty should clearly state in their attendance policy the point at which a WA grade is issued so that students who anticipate missing that number of classes, whether for excused or unexcused reasons, can elect not to enroll in the course.

Faculty use the WA grade (withdrawn for excessive absences) in these cases, unless the final allowed absence is after the last day to withdraw. In this case, the WA grade is used if students are passing the class or the WF is used if students are failing the class. Additional grading information is found in the Grading System section of this bulletin (p. 16).

Online Course Attendance

Online classes at Marquette University are designed to be highly interactive and collaborative. To ensure an effective learning experience, students in these classes are expected to participate on a regular basis. Participation is defined as "submitting required work as assigned and being active and timely contributors and responders in the class, as outlined in the syllabus." If technical circumstances prevent students from entering the class online site, it is the students' responsibility to notify the instructor in a timely manner of this and to work out a plan to make up the missed classwork. Failure to participate in online classes may be counted toward the number of absences allowed in the attendance policy defined on the syllabus. The excused absences described above also apply to online classes.

Extended Absences

Should students find the need to be absent for an extended period due to illness or other catastrophic events, students, or a family member, should communicate with the college office and instructors as soon as possible.

Last Date of Activity/Attendance

When students are withdrawn from a class due to lack of attendance, a Last Date of Activity/Attendance (LDA) is required for purposes of federal documentation and financial aid. Because Marquette does not require faculty to take attendance, the students' LDA is determined by the **last date of participation in an academically-related activity for the course**: these include, but are not limited to, attending class, taking an exam or quiz, submitting an assignment, participating in a discussion or lab activity, or participating in an online learning platform.

Student and Faculty Responsibilities Regarding Attendance and Makeup Work

Students and faculty share responsibility for the learning experience of the course.

Students are responsible for:

1. Attending all class meetings for classes in which they are registered.
2. Making every effort to schedule classes that minimize conflicts caused by foreseeable activities and related travel.
3. Consulting the instructor if any portion of the attendance policy is not understood.
4. Providing written notification of all scheduled events that cause absences, including a schedule of all activities and related travel, to their instructors within the first two weeks of each term.
5. Providing written notification of all other absences as soon as possible, for events not foreseen at the beginning of the term.
6. Conferring with the instructor on the best method to make up any missed work/lectures when absent.
7. Obtaining any class notes or other course material missed due to these absences.
8. Monitoring their absences during the term.

Faculty are responsible for:

1. Meeting every class period during the term and making every effort to seek coverage from another faculty member if class cannot be held because of professional travel or short-term illness.
2. Notifying students, via the course syllabus, of any component of the grade that is based on attendance and/or participation and whether the opportunity to make up missed work/lectures is provided for those absences which do not fall under the Excused Absence section above.
3. Specifying any other conditions students must meet before given the opportunity to make up missed work/lectures.
4. Communicating with students when they are approaching the maximum number of absences allowed in the attendance policy.
5. Within one week after the deadline to Add or Drop a class, notifying the college office of any students who are not attending.

Additional Attendance Policies

The above sections represent university attendance standards. Each undergraduate college may enforce additional attendance policies for certain classes; however, these policies must follow the university policy described here. Consult the college handbook, college section of the current bulletin, or the individual class syllabus/attendance policy for more information.

*The Marquette Medical Center does not provide documentation for absences.

Audit

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

Students must first register for the course via CheckMarq, then request the audit option from their college office with the Audit Request form located on the Marquette Central academic forms website. (<http://www.marquette.edu/mucentral/>) Auditing a class must be approved by the college. The deadline to request the audit option for each session is the deadline to Add/Drop for classes, as listed on the Academic Calendar (<https://bulletin.marquette.edu/undergrad/academiccalendar/>).

Awarding Diplomas and Certificates

Programs of Study Defined

1. A degree program is defined as an approved academic program of study, outlined in a Marquette University bulletin, that contains a degree and, in the case of an undergraduate, at least one major and leads to an official diploma and notation of such on the university's official transcript.

2. A certificate program is defined as an approved academic program of study, outlined in a Marquette University bulletin that includes the specialized study of a subject area and leads to an official certificate and notation of such on the university's official transcript.
3. An official diploma or certificate is defined as one on which the university seal is affixed and is released only by the Office of the Registrar.

Policy

1. Structuring of degree and certificate programs requires approval through the appropriate Marquette University curriculum process.
2. Requirements for all Marquette academic programs of study are to be documented in the appropriate Marquette University bulletin by the college/school/department offering the degree or certificate program. No official diploma or certificate is awarded that does not first appear in the appropriate bulletin.
3. The college/school offering the degree or certificate program bears the responsibility for authenticating completed program requirements. Changes or exceptions in course requirements for individual students must be documented in the academic record of the student, either online, when the program of study requirements are in the university degree audit system (Academic Advisement), or, on paper when not.
4. Diplomas and certificates are ordered and issued only by the Office of the Registrar, in consultation with the appropriate college/school of the student and the Office of the Provost.
5. Diplomas and certificates cannot be earned retroactively. Students must have an active record, apply for graduation, satisfy all applicable degree/course/credit requirements, and appear on the Trustee's List before a diploma or certificate will be produced or awarded. Students may not appear on the Trustee's List until all applicable degree/course/credit requirements are satisfied. The posting date of the diploma or certificate is the earliest available diploma/certificate date after the student appears on a Trustee's List.
6. No student is allowed to officially declare a degree or certificate program once it has been discontinued, except those who entered the university in an academic year prior to the discontinuation and maintained continuous enrollment on the same academic level as the discontinued program (i.e., undergraduate, graduate, etc.) until completion of their program of study. Once a student fails to register for one term (except summer), or graduates from a program of study, the student has failed to maintain continuous enrollment on that academic level, even if readmitted to the same academic level.
7. When certification of a specific skill or acknowledgement of completion of a learning experience is needed, university administrators and deans are authorized to prepare and issue a letter acknowledging completion of such program on official letterhead, or produce a document recognizing the experience; however, the document must include the name of the issuing college/school and the university seal may not be used on these documents.
8. A letter or other document certifying completion of a course is not considered an official diploma or certificate; and therefore, is not posted to the student's official academic record.

Diploma Distribution

See the Marquette Central website (<https://www.marquette.edu/central/registrar/diploma-certificates.php>) for information regarding the distribution of diplomas.

Classification

Undergraduate students with 0-23 credit hours are classified as Freshmen; with 24 earned credit hours are classified as sophomores; with 60 earned credit hours are classified as juniors; and with 90 earned credit hours are classified as seniors.

Class Rank

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

Commencement

Commencement at Marquette is a symbolic ceremony provided for students, faculty and families in celebration of our students' accomplishments. Following is the policy regulating official 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 standing, meet the appropriate graduation application deadline and complete their degree requirements, including the official recording of any transfer work by the end of the spring term may participate in Commencement held in the same calendar year.
 - Dental students: students who are in good academic standing, meet the appropriate graduation application deadline and complete their 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.
 - Doctoral students: candidates must meet the appropriate graduation application deadline, ensure all transfer 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 their degree requirements, including the official recording of any transfer work by the end of the spring term participate in Commencement and are hooded and honored at the Law School May Hooding Ceremony of the same calendar year.
3. Summer and Fall Graduates:
- Undergraduate/Master's/Health Sciences Professional students: students who are in good academic standing, meet the appropriate graduation application deadline and complete their degree requirements, including the official recording of any transfer work after the May Commencement ceremony of a given calendar year, may participate in the Commencement held in that calendar year, or may choose to participate in the Commencement held in the following calendar year.
 - Dental Students:
 - a. Summer graduates: students who are in good academic standing, meet the appropriate graduation application deadline and complete their degree requirements, including the official recording of any transfer work by the end of the summer term may participate in spring Commencement. Such students may also participate in selected May Commencement ceremonies in the School of Dentistry.
 - b. Fall graduates: students who are required to enroll in any fall term course in the School of Dentistry are specifically prohibited from participating in any May Commencement ceremony for either Marquette University or the School of Dentistry.
 - Doctoral students: candidates who complete their degree/dissertation requirements (see #2 above) after the May Commencement ceremony of a given calendar year, are hooded and honored at a Hooding Ceremony hosted by the Graduate School in December, or may participate in Commencement held in the following calendar year.
 - Law students:
 - a. Summer graduates: students who are in good academic standing, meet the appropriate graduation application deadline and complete their degree requirements, including the official recording of any transfer work in the the summer term after May Commencement of a given calendar year, may participate in the May Commencement ceremony of that same calendar year and are hooded and honored at a May Hooding Ceremony hosted by the Law School; or may choose to be hooded and honored at a December Hooding Ceremony hosted by the Law School of that same calendar year.
 - b. Fall graduates: students who complete their degree requirements in the fall term of a given calendar year may be hooded and honored in the December Hooding Ceremony, hosted by the Law School and may participate in the May Commencement of the following calendar year; or may participate in both the May Commencement and May Hooding Ceremony of the following calendar year.
4. The Commencement program is accurate as of the day it is printed; and, changes will be made to students' academic record despite the information contained therein, if the information changes after final grades and degree audits are completed.
5. Students' names and degrees appear in the Commencement Program in which they officially participate, regardless of the term in which they graduate. Latin Honors, if awarded, are also noted, based on the last grading cycle in which the student was enrolled; however, the final determination of Latin Honors is based on the final grades earned in the term in which the degree is conferred.
6. Degree conferral and Latin Honors are certified by the official Marquette transcript noting the degree completion. Receipt of a diploma, participation in the Commencement ceremony or the names/degrees/honors of students listed in the Commencement Program do not constitute certification of the same.
7. Any exceptions to this policy must be approved by the Provost.

Commencement Notification

The Office of the President sends one invitation/announcement to the name indicated on the Graduation Application graduating students submit online via the Student Center in CheckMarq (<https://checkmarq.mu.edu/>). For further information on the university-wide ceremony, contact University Special Events at (414) 288-7431 or visit the Commencement website (<http://www.marquette.edu/commencement/>). College Commencement ceremonies, if occurring, may require tickets. For further information on college ceremonies, contact the appropriate college office.

Conferral of Degrees and Certificates

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

The Friday after May Commencement-the Friday before the end of summer term graduation:

1. Students may have degrees or certificates conferred every Friday, as long as all required grades and transfer credits (if applicable) are recorded in CheckMarq and all degree requirements are completed, according to the college/school's schedule.
2. Colleges/Schools verify degrees/certificates and must submit a list of those graduating to the Office of the Registrar by noon of the appropriate Friday.
3. The Office of the Registrar posts the degrees/certificates of students who appear on the graduation list the following week.
4. Diploma or certificate conferral date = the Friday the list is submitted.
5. Transcripts with degrees/certificates posted are available the week after the graduation list is submitted.
6. The Office of the Registrar orders diplomas or certificates for these students after the graduation list is submitted.
7. These diplomas and certificates are available for mailing or pick-up 4-6 weeks after the graduation list is submitted.

September-November and January-April:

1. Students may have degrees or certificates conferred the last business day of the month, as long as all required grades and transfer credits (if applicable) are recorded in CheckMarq and all degree/certificate requirements are completed according to the college/school's schedule.
2. Colleges/Schools verify degrees/certificates and must submit a list of those graduating to the Office of the Registrar by noon of the last business day of the month.
3. The Office of the Registrar posts the degrees/certificates of students who appear on the graduation list the following week.
4. Diploma or certificate conferral date = the last business day of the month.
5. Transcripts with degrees/certificates posted are available the week after the graduation list is submitted.
6. Office of the Registrar orders diplomas or certificates for these students after the graduation list is submitted.
7. These diplomas and certificates are available for mailing or pick-up 4-6 weeks after the graduation list is submitted.

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

1. Students may have degrees or certificates conferred as long as all required grades and transfer credits (if applicable) are recorded in CheckMarq and required degree/certificate requirements are completed according to the college/school's schedule.
2. Colleges/Schools verify degrees/certificates and submit graduation lists to the Office of the Registrar by noon on the appropriate date indicated in the Academic Calendar (<https://bulletin.marquette.edu/undergrad/academiccalendar/>).
3. Refer to the appropriate Academic Calendar for the diploma or certificate conferral date.
4. The Office of the Registrar posts the degrees/certificates of students who appear on the graduation list.
5. Refer to the Academic Calendar (<https://bulletin.marquette.edu/undergrad/academiccalendar/>) for the date diplomas and certificates are available for pick-up at Marquette Central or for mailing from the Office of the Registrar.
6. Refer to the Academic Calendar (<https://bulletin.marquette.edu/undergrad/academiccalendar/>) for the date transcripts with degrees or certificates posted are available from the Office of the Registrar.

Course Levels

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

Credit

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

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

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

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

Credit Load

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

Undergraduate degree student enrolled in:	Max. credits fall term and spring term (total per term)	Max. credits J-session (total per session)	Max. credits summer term (per session total/total per term)
Arts and Sciences	20 credits (excludes J-Session)	4	8/16
Business Administration	19 credits (excludes J-Session)	4	8/16
Communication	19 credits (excludes J-Session)	4	8/16
Education	20 credits (excludes J-Session)	4	8/16
Engineering	20 credits (excludes J-Session)	4	8/16

Health Sciences	19 credits (excludes J-Session)	4	8/16
Nursing	18 credits (excludes J-Session)	4	8/16

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

Juniors and seniors may be allowed to carry more than the maximum college established credit load, with the consent of the dean/dean designee of the students' college.

Credit for courses pursued at another institution while simultaneously enrolled at Marquette (concurrent registration) are not allowed, unless specifically authorized by the dean/dean designee of the students' college.

Credit by Examination

College Level Credit by Exam

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

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

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

1. Students must register for MCBE or CLEP and take these exams before the end of their third term at Marquette. This deadline excludes the summer term.
2. Courses available for MCBE or CLEP are determined by the college in which the subject matter resides, and students wishing to take a MCBE or CLEP credit must submit a request for such an examination to that college office. The decision of the college is final.
3. To qualify for an MCBE or CLEP exam, students must be:
 - a. Enrolled in a degree program at Marquette.
 - b. Registered for other courses at Marquette for the term in which the exam is requested.
4. Students may not earn credits via the MCBE or CLEP for courses they have previously taken or audited (regardless of the institution at which the course was taken).
5. MCBE or CLEP may not be taken in any subject matter more elementary than that for which students are currently enrolled and/or for which students have previously received credit or been placed into.
6. Students must pay a fee for the MCBE credits prior to taking the exam.
7. A C or better must be earned on the MCBE for credit to be awarded; if less than a C is earned, the MCBE is recorded on students' records, indicating that no credit was earned.
8. CLEP credit awards are determined by the score earned (see the Admissions section of the Undergraduate Bulletin).
9. MCBE and CLEP can only be attempted once for any course.
10. A maximum of 30 credits may be earned through MCBE and/or CLEP.

Email Policy

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

Students are responsible to routinely check their Marquette email account and lack of doing so does not relieve students of the responsibility for any information contained therein. For more information, see the university's email policy (<http://www.marquette.edu/its/about/official.shtml/>).

Enrollment Status

Undergraduate students enrollment status is based on enrolled credit hours (academic load) each term. Enrollment in a minimum of 12 credits = full-time enrollment status. Enrollment in 9-11 credits = three-quarter time enrollment status. Enrollment in 6-8 credits = half-time enrollment status. Enrollment in fewer than 6 credits = less than half-time status.

Examinations-Midterm and Final

Midterm Exams/Grades

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

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

Final Exams/Grades

Final examinations are held in most subjects and must be held on the days/times, as published on the university calendar website. No final exam may be rescheduled for the convenience of the faculty or students. Students' achievement during the term/session in each subject and, expressed as a letter grade, is based on the combined results of class work, examinations and any other grading criteria set forth in the course syllabus. Once a final permanent grade is assigned, no additional work may be submitted by students.

Should students have more than three final examinations scheduled on one day, and these examinations are not in the form of a team project presentation, a take-home examination or a final paper, students have the option to reschedule one of those final examinations. Students must contact their college office prior to examination week to reschedule an examination. The decision of which examination is rescheduled is at the discretion of the college.

Students who miss a final examination risk receiving a failing grade for the course. Students are held to the standard, as outlined in the instructor's attendance policy, which is distributed at the beginning of each term. In addition, the ability to make-up examinations is outlined in the University Attendance Policy, or at the discretion of the instructor, as outlined in the university policy and/or the instructor's attendance policy.

Faculty Grading

All official grades are entered by the primary instructor of the course into CheckMarq by the grading deadline for each session, as published in the Academic Calendar (<https://bulletin.marquette.edu/undergrad/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 faculty to grade the work and meet the grading deadline. Once the session is over, no additional work may be submitted by students, except in the case of an incomplete grade. While other approved personnel of the university may assist the faculty in grade submission on the university's course management system (D2L); only the primary instructor may enter and approve the grades in CheckMarq. **Note:** Students other than TAs assigned to either teach or assist in a particular class are not considered 'approved personnel' for assisting with grades, even if trained on FERPA.

Family Education Rights and Privacy Act-FERPA

In compliance with the Family Educational Rights and Privacy Act, Marquette University notifies its students each term of their rights to inspect, amend and prevent disclosure of their education records. For further information, consult Marquette's FERPA policy, located on the Marquette Central academic policies website (http://www.marquette.edu/mucentral/registrar/policy_index.shtml/).

Grade Appeals

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

The written appeal must be submitted to the chair of the department offering the course or, in schools or colleges with no departmental structure, to the associate dean. Appeals for courses offered outside schools or colleges (e.g., CORE, HOPR) must be submitted to the director of the program offering the course, who will then designate a faculty member affiliated with the program as a point person to manage the appeal. In the case of MARQ courses, appeals must be submitted to the associate dean in the College of Arts & Sciences. The written appeal must provide the reason(s) students believe the recorded grade is incorrect. Students may present evidence of their performance and may also request that all other pertinent materials be supplied by the instructor. The chair, point person, or associate dean collects and analyzes the evidence in a timely manner. Evidence is gathered through consultations with the instructor, students and any witnesses. These consultations may be in person, by phone or by electronic means. Hard copies of relevant documents may also be requested. The chair, point person, or associate dean evaluates the appeal or chooses to designate an ad

hoc committee for this purpose. The chair, associate dean, point person, or ad hoc committee consider the appeal and evidence, and make one of the following decisions: the assigned grade should remain; the course instructor is asked to reconsider the grade in light of information collected, and the reconsidered grade stands, or a grade change is warranted. The decision is communicated in writing within thirty days to students and the instructor with copies of the formal response placed in students' files and forwarded to the dean and any indicated grade changes filed with the Office of the Registrar.

Students have the right to appeal to the dean the decision of the chair, associate dean, point person, or ad hoc committee. For appeals arising from courses offered outside schools or colleges, students may appeal the decision of the point person or ad hoc committee to the director of the program offering the course. This appeal must be submitted in writing no later than fourteen days from the date of the formal response. The dean or director reviews the procedural evidence, which now includes all the evidence previously gathered, the students' appeal letters and the formal response from the chair, associate dean, point person, or ad hoc committee, and renders the final decision on the grade appeal. The decision is communicated in writing within thirty days to students and instructors, with copies of the formal response placed in students' files and any indicated grade changes filed with the Office of the Registrar. The decision of the dean or director is final.

Grading System

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

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

Letter grades, with or without grade points, are used by Marquette faculty to evaluate students' performance in a course. All grades described below, with the exception of the I, IC and IE grades are permanent grades. **No additional work for the purpose of 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 once the deadline to change temporary grades has passed.**

Grade	Achievement	Grade Points
A	Superior	4.00
A-		3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C	Satisfactory	2.00
C-		1.67
D+		1.33
D		1.00
F	Failure	0.00
WF	Failure	0.00

The following letter grades do not have associated grade points:

Grade	Defined
ADW	Administrative Withdrawal; withdrawn from the course by the university for administrative reasons.
AU	Audit; excluded from attempted credits.
AUA	Audit; included in attempted credits for Satisfactory Academic Progress purposes.
CR	Credit; equivalent work of C or better in the course.
I	Incomplete; a temporary grade indicating inability to complete the course and/or take the final exam, due to circumstances beyond the control of students; and, therefore, completion of assignments/exam are allowed after the term has ended. The student must expressly ask the instructor to issue an Incomplete grade. Incomplete grades are only allowed for students who completed at least 60 percent of the class as measured in weeks of attendance or participation in the session.
IC	Course Incomplete; a temporary grade indicating the course is not completed by the end of the term in which the course is scheduled.
IE	Incomplete Extension; a temporary grade indicating an extension to the I grade removal deadline; assigned by the college office for those students who, due to circumstances beyond their control were unable to complete the required work by the I grade removal deadline.
NC	No Credit; equivalent work of less than C in the course.

NG	No grade; a temporary grade indicating grades were not entered by the grading deadline for the session in which the class was offered; a grade change is required.
NPF	Not Passed/Failed; no credit; equivalent to less than a D.
PD	Pass with Distinction; credit; equivalent to A.
PS	Pass/Satisfactory; credit; equivalent to B or C.
SNC	Satisfactory completion; equivalent work of C or better in a course bearing no credit.
UNC	Unsatisfactory completion; equivalent work of less than C in a course bearing no credit.
S	Satisfactory completion; equivalent work of C or better in a credit bearing, competency-based course.
SY	Satisfactory completion; equivalent work of C or better in the first term of a series of year-long courses, where grades are assigned only in the final course in the series.
U	Unsatisfactory completion; equivalent work of less than C in a credit bearing, competency-based course.
UW	Unexcused withdrawal; withdrawal initiated by the faculty or college office when students register for a course, never attend and fail to officially drop or withdraw.
UY	Unsatisfactory completion; equivalent work of less than C in the first term of a series of year-long courses, where grades are assigned only in the final course in the series.
W	Withdrawn-Official; withdrawal initiated by students, with approval of the college office.
WA	Withdrawn-Excessive Absences; withdrawal initiated by the faculty or college office due to excessive absences in the course.

Clarification of Grades

ADW Grade

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

Students who are administratively withdrawn from the university receive this grade in all classes for the term/session. Likewise, students who are administratively withdrawn from a single class, receive this grade in the class. This grade is assigned by the college office or the Office of the Registrar depending on the reason for the action and the office requesting the administrative withdrawal. A last day of attendance/activity must be submitted with this grade. This grade takes precedence over any other grade assigned to students.

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

C-, D+ AND D grades

The policy on C-, D+ and D grades earned in courses taken at Marquette University differs for students in the various colleges and programs. See the pertinent sections of this bulletin for statements of individual policy.

CR/NC Option

For enrichment purposes, junior and senior students are given an option to elect one course per term (to a maximum of four courses) for which only a CR or NC grade is assigned. This course must be a true elective in the individual's program and the prerequisites must be met. Courses excluded are those taken in fulfillment of the requirements for the Marquette Core Curriculum, courses for the major or minor including teacher certification and the like, or special courses excluded by the individual colleges or programs. Arrangements to take a course under the CR/NC option must be made no later than the deadline for the session in which the course is offered, as published in the Academic Calendar (<https://bulletin.marquette.edu/undergrad/academiccalendar/>). Students complete the Credit/No Credit Grading Option request form available online on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml/) to request this option.

I Grade

This grade must be initiated by students and approved by the instructor prior to the end of the session in which the class is offered and must be assigned by the instructor prior to the final grading deadline for the term/session in which the class is offered. The student must expressly ask the instructor to issue an Incomplete grade and explain the extenuating circumstances keeping them from completing their remaining assignments and/or final exam by the deadline. The instructor may consider the request only if the student has participated in the class consistently during the term and up to the time of the request, including completion of at least 60 percent of the class as measured in weeks of attendance or participation in the session. The instructor may not consider the request if they deem the student incapable of earning a passing grade at the time of the request.

This grade is cleared through the college office of the college offering the course. If not cleared or changed to the grade of IE by the date specified in the Academic Calendar (<https://bulletin.marquette.edu/undergrad/academiccalendar/>) the grade is automatically turned into a permanent grade of F or other non-passing grade based on the grading options of the course. Retroactive withdrawals may not replace an I grade. Because these grades denote

that the student did not fulfill all course requirements and/or the final exam, the university views these grades with the same seriousness as the grade of F or WF.

Any exception to the assignment of this grade must be approved by the college offering the course; however, retroactive withdrawals may not replace an I grade, regardless of an approved exception.

IC Grade

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

IE Grade

This grade must be approved and entered on students' records prior to the deadline to remove the I grade, as indicated in the Academic Calendar (<https://bulletin.marquette.edu/undergrad/academiccalendar/>). This grade is added by the college office of the **college offering the course** via the online grade change process located in the Faculty Center of CheckMarq. (<https://checkmarq.mu.edu/psp/sa9prod/EMPLOYEE/HRMS/?cmd=logout>) The grade is cleared by that same office. If not cleared by the date specified in the notification provided to the student at the time of the extension, the grade is automatically changed to a permanent grade of F. Retroactive withdrawals may not replace an IE grade.

UW Grade

This withdrawal is initiated by the faculty or college office when a student registered for a course, never attended and failed to officially drop or withdraw.

The fact that students do not attend class, does not relieve them of the obligation to pay any tuition and/or fees that are due. Students assume responsibility for all consequences that ensue as a result of receiving any withdrawal grade. These consequences may include, but are not limited to: a delay in graduation, denial of readmission, external institutions/entities viewing this grade as a failing grade, 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 withdrawal is initiated by students, before the withdrawal deadline, as outlined in the Academic Calendar (<https://bulletin.marquette.edu/undergrad/academiccalendar/>). This grade is not assigned after the last day of the session in which the class is scheduled. Submission of this grade requires a last date of attendance/activity. This is a permanent grade and cannot be changed or overwritten, except as described in the ADW section above.

Students assume responsibility for all consequences of this grade. These consequences may include, but are not limited to: a delay in graduation, denial of readmission, external institutions/entities viewing this grade as a failing grade, 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 students' excessive absences in the course, as outlined in the syllabus or the university Attendance Policy in this bulletin. 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 (<https://bulletin.marquette.edu/undergrad/academiccalendar/>). If initiated after the deadline, students receive the grade earned at the time (a WA or a WF, as indicated in the Attendance Policy above). 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 of this grade, which may include, but are not limited to: a delay in graduation, denial of readmission, external institutions/entities viewing of this grade as a failing grade, 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, just like the grade of F:

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

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

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

Graduation

Graduation Requirements

Students are required to graduate at the end of the term in which all degree requirements are completed. Degree requirements are those requirements, including university, college and all other requirements necessary to earn a minimum of one undergraduate degree and any declared degrees/majors/minors/concentrations. That is, additional degrees/majors/minors/concentrations may be earned; however, they must be completed in the same term as the first degree/primary major is completed. Except in the case of readmission, undergraduate students must meet the graduation requirements which are stated in the Undergraduate Bulletin issued for the year in which they entered Marquette. Substitutions or waivers for specific courses required for degree completion may occur, as determined by the college and/or the Marquette Core Curriculum committee.

Students who have interrupted their enrollment from the university, are normally obliged to follow the degree/major/minor/concentration requirements in effect at the time of readmission. Policies that are in effect at the time of the return, apply to all students, regardless of the term of initial enrollment. Students are responsible for keeping themselves informed of the requirements which apply in their particular cases. Students have faculty advisers available who assist in planning and implementing their plan of studies; however, it is ultimately each student's responsibility to know and fulfill the requirements for graduation specified for the selected plan. This should be done not only by utilization of specific advisers, but also with Academic Advisement, the university's online degree audit tool on CheckMarq provided to all undergraduates. With Academic Advisement, students track their degree progress until graduation. It is the responsibility of students to immediately bring any discrepancies found in Academic Advisement to the attention of their college.

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

1. In all undergraduate colleges and programs, a minimum of 120 credits earned and a cumulative grade point average of 2.000 is required for a Marquette undergraduate degree.
2. For additional college requirements, see individual colleges, as indicated below:
 - College of Arts and Sciences (<https://bulletin.marquette.edu/undergrad/helenwayklinglercollegeofartsandsciences/graduationrequirements/>)
 - College of Business Administration (<https://bulletin.marquette.edu/undergrad/collegeofbusinessadministration/graduationrequirements/>)
 - College of Communication (<https://bulletin.marquette.edu/undergrad/jwilliamandmarydiederichcollegeofcommunication/graduationrequirements/>)
 - College of Education (<https://bulletin.marquette.edu/undergrad/collegeofeducation/graduationrequirements/>)
 - College of Engineering (<https://bulletin.marquette.edu/undergrad/collegeofengineering/graduationrequirements/>)
 - College of Health Sciences (<https://bulletin.marquette.edu/undergrad/collegeofhealthsciences/graduationrequirements/>)
 - College of Nursing (<https://bulletin.marquette.edu/undergrad/collegeofnursing/graduationrequirements/>)
3. A minimum of 45 Marquette credits are required for a Marquette undergraduate degree.
4. Students must earn the final 30 credits needed to complete a Marquette undergraduate degree at Marquette, unless those credits are earned in an approved study abroad program, or are earned as part of a written/contractual agreement with another institution, in which Marquette students participate during the final year of their degree program.
5. A minimum of one-half of credits in the major or minor must be completed at Marquette,
6. Students must attend all courses, lectures, or any other exercises that are required, even though, in some cases such activities receive no recognition in terms of credit hours.
7. Students' records must be cleared of all grades that are not permanent, i.e., grades of I, IC, IE and NG.
8. Students must file the online application for a degree by the deadline published in the Academic Calendar (<https://bulletin.marquette.edu/undergrad/academiccalendar/>); however, because students are required to graduate at the end of the term in which all university, degree requirements are complete, the university reserves the right to graduate a student without a graduation application on file. If the university exercises this option, there is no guarantee students will be able to participate in Commencement.
9. Commencement is held in May, after the spring term. Participation in Commencement does not mean students are graduated. See the Commencement Policy (p. 11) in this section for further details.
10. Exceptions to this Graduation Requirements policy must be approved by the Office of the Provost, except:
 - the course and bulletin year exceptions listed in the 'Graduation Requirements' section above (as approved by the college)
 - number 6 above (as approved by the college)

- the dean's office in the college where the student's program resides may exempt up to 6 of the final 30 credits from being completed in residence

Graduation Latin Honors

The grade point average is used to compute graduation Latin honors. The computation is made by dividing the total number of grade points earned at Marquette University by the total number of grade point hours earned. The official Marquette GPA of all students is calculated by the student information system and this GPA is not rounded up or down for any reason. To graduate with Latin honors, candidates must be pursuing their first bachelor's degree, earned at least 60 grade point hours and 60 degree hours at Marquette University, normally as a junior and senior. First bachelor's degree is defined as the first bachelor's degree earned from any institution. When students earn a concurrent additional bachelor's degree (i.e., finish in the same term as the first bachelor's degree), the additional degree is also eligible for Graduation Latin Honors, if the first bachelor's degree qualifies.

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

Graduation Record

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

Last Date of Attendance/Activity

Submission of the last date of attendance/activity is required for some grades (see Grading System above). This is based on a federal regulation mandating that the university inform the Department of Education when students stop participating in a class, or classes. There is a wide definition for the last date of attendance/activity, i.e., it does not simply refer to attending class. This includes: the last time students attended class; the last time students took a test/quiz/exam; the last time students participated in a chat/discussion; the last time students submitted homework; the last time students used D2L; the last time students participated in a lab; and/or the last time students participated in any class activity, either inside/outside the classroom or online. The last date of attendance/activity is calculated by using the latest date students participated in any of these activities.

Major Declaration

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

Major, Individually- Designed Interdisciplinary

When students are permitted to design a major, as per their college policy, the colleges offering the courses that are included in the designed major must have the opportunity to review and provide feedback to the students' college before the major is approved. This is facilitated by students completing the Application for Individually-Designed Interdisciplinary Major/Minor form, located on Marquette Central forms (https://www.marquette.edu/mucentral/registrar/policy_forms.shtml) website.

Medical Withdrawal

The Medical Withdrawal policy allows students who are experiencing severe, acute and unexpected mental health or medical episodes an opportunity to withdraw from their current semester of study. The Medical Withdrawal process allows for case management support of the student throughout the experience with the goal of creating a path towards readmission when the student is healthy enough to continue at Marquette. This policy has been created purposefully to allow students to prioritize their mental/medical health when a condition significantly impairs their ability to function successfully and/or safely as students. Medical withdrawal applies to all courses in a given term, cannot be used on a class-by-class basis, and initiates withdrawal regardless of approval or denial.

The Medical Withdrawal policy is effective for all undergraduate and health science professional students. The Dental School, Graduate School, Graduate School of Management and Law School have independent policies.

Process

Students who wish to withdraw for mental or medical health related reasons must complete:

- The Medical Withdrawal Request form
- Healthcare Provider Release form,
- A letter from their licensed mental-health or medical treatment professional which substantiates the acute medical episode and supports medical withdrawal from the University.

With the submission of the first piece of paperwork, a student begins the medical withdrawal process that cannot be stopped. Whether medical withdrawal is approved or denied, the student is withdrawn from their current courses. All necessary paperwork must be received by the Medical Withdrawal Committee within 20 calendar days of the submission of the Medical Withdrawal Request Form (allowing time for students to collect appropriate clinical documentation or other necessary support for their request). When students are unable to participate in the medical withdrawal process, the student's parent, spouse, or other designee may ask the Medical Withdrawal Committee to act on the students' behalf; documentation of complete incapacitation or submission of power-of-attorney is necessary in these cases.

When a student begins the medical withdrawal process (or before, if requested), they will be assigned a case manager from within the Division of Student Affairs. This individual helps to ensure that the student is supported by Marquette throughout the process. First, if requested, the case manager is available to help the student explore what options might be available to the student before requesting a medical withdrawal. If the student moves forward with requesting medical withdrawal, the case manager will remain in contact with the student throughout the process, including during the withdrawal period and after the student returns to Marquette, to support the student.

The university does not grant retroactive medical withdrawals of any kind for previous sessions/terms. In addition, all previously graded courses at the time of the request remain on the academic record, regardless of the session/term in which the courses were taken. Students who take a standard withdrawal during the term may not convert that standard withdrawal to a medical withdrawal at any time.

The window for medical withdrawal begins immediately after the Add/Drop deadline for the term/session, and extends to the deadline for the student's last submission of graded material in the term/session or the last day of the term, whichever comes first.

An approved medical withdrawal results in a grade of W for any ungraded course in the term of withdrawal, unless an administrative withdrawal (ADW) grade is warranted. A medical withdrawal does not appear as a specific reason for withdrawal on the official transcript. Incomplete medical withdrawal requests are converted to standard withdrawals on the 21st day after the process is begun. Denial of a medical withdrawal request results in the processing of a standard withdrawal before the published withdrawal deadline for the session, and the provision of a WF grade if beyond it. Denial may be appealed only in limited circumstances (see below). Students are refunded tuition per the Office of the Bursar's standard refund schedule.

When a student is ready to return from an approved medical withdrawal, their case manager will assist them in understanding the steps involved in requesting readmission to the university, though it remains the student's responsibility to initiate the readmission process. Students who have taken a medical withdrawal, and would like to begin the process of readmission must:

- Submit an updated letter from their licensed mental-health or medical care provider which substantiates their readiness to engage in their academics, describes what improvements have been made during medical withdrawal, and supports their decision to return to the university
- Maintain an open release of information between this care provider and the university during the process of readmission.
- Submit a completed Medical Withdrawal: Return to Marquette University form
- Submit a completed Request for Readmission form

Clinician feedback collected during the readmission process informs but does not dictate the decisions of the Medical Withdrawal Committee. Satisfactory paperwork must be submitted at least 30 calendar days prior to the start of the session/term in which students desire to return to the university. Failure to meet the 30-day deadline will result in deferment of committee and college decision making, and readmission.

Readmission to the university is not guaranteed and is based on both the Medical Withdrawal Committee's recommendations, and the student's college's ability to re-admit the student. An approved medical withdrawal exempts students from academic censure, although students will be subject to Satisfactory Academic Progress as required by federal financial aid regulations. A medical withdrawal results in a registration hold placed on students' record until such time they are cleared to return and is renewed once for the first term of re-enrollment to ensure compliance with the conditions of readmission. Students are required to meet with the CARE team case manager during the first session of readmission to facilitate their connection with appropriate resources across campus, and to confirm that the conditions of readmission have been met. The registration hold will be removed by the case manager after consultation with the Medical Withdrawal Committee.

Federal financial aid regulations require the university to submit notification of all changes in status (full-time to half-time, etc.), to the U.S. Department of Education within a prescribed period. The university therefore reserves the right to withdraw students from a class or classes when it is evident the students never attended a class/classes (grade of UW assigned); students stopped attending a class/classes (grade of WA); or, due to incapacity, students must be withdrawn from a class/classes (grade of W). This policy is in effect for all students, regardless of any financial aid award.

Medical Withdrawal Requests when not enrolled

Students may request a medical withdrawal if they are not actively enrolled. The process stipulated above applies to these requests, except students will continue to be subject to academic censure related to performance in their last term of enrollment at Marquette.

Medical Withdrawal Committee

The Medical Withdrawal Committee is comprised of members representing the Office of Student Affairs, the Marquette Medical Clinic, the Marquette Counseling Center, the Office of Disability Services and the Office of Student Educational Services. There is one ex-officio member representing the Office of the Registrar, and the committee will identify ad-hoc representation from within each college. The committee may consult with other appropriate parties on campus, in compliance with FERPA, to ensure that the decision-making process is appropriately informed.

Medical Withdrawal Appeal

The decisions of the Medical Withdrawal Committee are final, and may only be appealed when a requestor or their designee believes that the Medical Withdrawal policy was not followed appropriately.

Students have the right to appeal the Medical Withdrawal Committee's actions by submitting, in writing, a request for appeal to the Vice Provost of Academic Affairs within five business days of the date of the committee's letter.

When appeal is warranted, the appellate officer will direct the Medical Withdrawal Committee to revisit the initial request, addressing any concerns that warranted the appeal.

	Standard University Withdrawal*	Medical Withdrawal*
Grade(s) Issues	Withdrawal (W) grades for each course in the term with the exception of any courses in which final grades have already been posted, including previous withdrawal grades, or the grade of ADW (administrative withdrawal) is warranted.	Withdrawal (W) grades for each course in the term with the exception of any courses in which final grades have already been posted, or the grade of ADW (administrative withdrawal) is warranted.
Official Transcript	No notation on the transcript	No notation on the transcript
Tuition Refund	Follows normal withdrawal schedule, as posted on the Marquette Central website.	Slightly extended refund schedule. No refund provided after the tenth week of the term.
Academic Censure	Subject to university censure (RWAR) and college academic censure (probation and CAA).	Not subject to university academic censure (RWAR) or college academic alert censure (CAA).
Financial Aid	Subject to financial aid satisfactory academic progress (SAP) requirements. Any additional financial aid implications (loan repayment, scholarship eligibility, etc.) are based on students' aid package and should be confirmed through Marquette Central.	Subject to financial aid satisfactory academic progress (SAP) requirements.; Any additional financial aid implications (loan repayment, scholarship eligibility, etc.) are based on students' aid package and should be confirmed through Marquette Central.
Withdrawal Paperwork	Withdrawal from All Courses and/or the university form.	Medical Withdrawal form, which includes: personal statement outlining the rationale for the request; a licensed health care provider's statement on letter head confirming the need for withdrawal and dates of the medical condition; Medical Withdrawal-Healthcare Provider Release information form.
Eligibility for return to MU	Eligible to enroll in the term immediately following, unless subject to academic or other censure.; No paperwork is required; see the Readmission section of this bulletin.	Submission of paperwork required at least 30 days prior to return. Paperwork includes the Medical Withdrawal Return to Marquette University form, Healthcare Provider Report forms and Request for Readmission.

* After the deadline to Add/Drop, as published in the University Academic Calendar.

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

Military Call to Active Duty or Training

It is the university's policy to support our students who have been called to active duty and/or training by any branch of the United States armed forces. According to Federal Title X regulations and applicable State of Wisconsin legislation, students are not to be disadvantaged by being called to military service, whether for deployment or training. The university makes every effort to restore students returning from military service to the status they held upon their departure. This policy applies to students who have been ordered to active military duty or training in any branch of the United States

armed forces. It does not apply to students ordered to active duty in another country's armed forces, who follow the regular withdrawal process. It is expected that everyone at the university works together to do what is best for these students.

This policy applies to required training, involuntary Federal Title X activations, missions authorized by state Governors during times of disaster relief or similar emergency and National Guard or Reserve units called to State Active Duty or active service with the U.S. armed forces. The policy does not apply to attendance at service schools or voluntary enlistments.

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

Call-Up Prior to the Start of a Term

Students who are called to active duty or training prior to the start of a term where the call-up interferes with their ability to attend or participate in classes should drop all classes in the term. This results in an automatic full refund of all tuition and fees. Students should also submit a Military Active Call to Duty Notification form (<https://www.marquette.edu/central/registrar/documents/form-initial-notification-of-call-to-active-duty.pdf>), per the instructions on the form. A copy of the deployment or training order is required with the form.

Students who are newly admitted and who have not started attendance in their program at Marquette are entitled to defer admission to their primary academic program for up to one year from the original date of admission. Students should contact their admitting office to discuss procedures.

Call-Up During a Term

Students who are called to active duty or training during a term are entitled to drop or withdraw from their coursework with a full refund for tuition and course fees. Pre-paid meal card and residence hall refunds are pro-rated based on the date of withdrawal. To initiate the withdrawal from classes, students should submit a Military Active Call to Duty Notification form (<https://www.marquette.edu/central/registrar/documents/form-initial-notification-of-call-to-active-duty.pdf>), per the instructions on the form. A copy of the deployment or training order is required with the form. Once the withdrawal is processed, students will receive a grade of W in all classes (if after the add/drop deadline) and are not subject to academic censure for the term.

Students who would like to remain enrolled should discuss with their faculty the expected impact of the call-up on their ability to be successful in their coursework. Students may be encouraged to withdraw from classes if the call-up requires that they miss activities deemed necessary to meet course and/or program requirements (e.g., labs, clinicals). The following guidelines apply if students choose to remain enrolled in coursework:

1. Students should notify each faculty member of the reason for the absence and the dates of the deployment or training.
2. Students should be prepared to provide each faculty member with a copy of the deployment or training order.
3. Faculty members should make every reasonable effort to support and accommodate students during the call-up period.
4. Students should be cognizant via the syllabus, of the dates of all major exams, due dates for paper or project submissions, dates of field trips and other mandatory class-related activities. Documented absences for scheduled deployment or training do not relieve students of class responsibilities, including any course material covered during missed classes. Students are held to the same standard of academic excellence expected of all students.
5. Students should discuss a plan to make-up any missed coursework with the faculty. Where there are schedule conflicts, absences, or other issues the student, the faculty member, and college/school dean/dean designee are to work together to achieve the most optimal solution.
6. All parties should abide by the established plan and notify others if circumstances change that does not allow the completion of the plan.
7. With permission of the faculty, a grade of incomplete may be assigned. A notation as to why the incomplete grade was assigned is placed on the transcript. The deadline to remove any incomplete grade is the deadline to remove an incomplete grade in the term following student's return from service, as indicated in the Academic Calendar.

Financial Aid Implications

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

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

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

Students must contact their lender to request a loan deferment.

Procedures for Re-Entering the University

Students are required to submit the Return from Military Duty form (<https://www.marquette.edu/central/registrar/documents/form-return-notification-after-call-to-active-duty.pdf>) and any required documents up release or anticipated release from active military service. Students may not attend classes until they receive notification this form has been processed. The readmission form is not required.

Returning students are readmitted if they were in good standing when they left the university. For those students who left the university after academic censure and have not been reinstated to the university, the Academic Censure/SAP appeal form must accompany the Return from Military Duty form. In this case, readmission is not guaranteed.

Students are readmitted under the same bulletin year as originally admitted unless the program no longer exists. In this case, the college is to make every effort to align the courses already taken into a new or individualized major. If applicable, students should contact their home college to establish a plan to complete any missed coursework and/or remove any incomplete grades that were assigned.

Students who are newly admitted and who have not started attendance in their program at Marquette are entitled to defer admission to their primary academic program for up to one year from the original date of admission. Students should contact their admitting office to discuss procedures.

VA Educational Benefits

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

Minor Declaration

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

Minor, Individually-Designed Interdisciplinary

When students are permitted to design a minor, as per their college policy, the colleges offering the courses that are included in the designed minor must have the opportunity to review and provide feedback to the students' college before the minor is approved. This is facilitated by the student completing the Application for Individually-Designed Interdisciplinary Major/Minor form, located on Marquette Central forms website.

Non-degree Students

1. Non-degree undergraduate students are eligible to take only undergraduate courses, and only if qualified to take these courses.
2. Non-degree students may not earn a degree, major, minor or specialization.
3. All university academic regulations in this bulletin apply to non-degree undergraduate students.
4. Non-degree students may register for a maximum of seven credits each term. Written authorization from the college into which non-degree students are admitted is required for an exception to this limit. When requesting an exception, non-degree students may be required to present transcripts and other documents for evaluation.
5. Ordinarily, non-degree students may accumulate a maximum of 24 credits at Marquette. Authorization from the college into which non-degree students are admitted is required before students may exceed this limit. However, twenty-four credit hours earned at Marquette University in non-degree status are the maximum that may be applied toward a degree in all disciplines, with the exception of nursing, in which only 12 credit hours may be applied.
6. The university's policy and procedures governing academic censure outlined in this bulletin apply to non-degree students and are exercised as necessary by the university and/or colleges. Non-degree students are expected to maintain satisfactory academic progress at Marquette University. Students' progress in these areas is monitored regularly by the Academic Censure Committee of the university and/or the college office into which the non-degree student is admitted.
7. With the exception of those undergraduate non-degree students admitted for the purpose of taking qualified pre-requisites before they can enter a graduate or professional program, non-degree students are not eligible for federal financial aid.
8. Test and/or transfer courses/credits are not applied to non-degree students' records. To have any test or transfer courses accepted by the university, non-degree students must apply to be degree-seeking.
9. Non-degree students who wish to become degree-seeking, must apply via the Undergraduate Office of Admissions and are held to all of the requirements outlined in the Admission and Readmission to the University (<https://bulletin.marquette.edu/undergrad/admissionprocedures/>) section of this bulletin.
 - Normally, students who are accepted and enroll with non-degree status must complete at least 12 credits before applying for degree status.
 - A 2.000 grade point average in Marquette University course work is a minimum requirement to be considered for degree status.
 - When admitted as degree-seeking, the degree requirements in effect at the time of admission as a degree-seeking student apply.

Readmission

Readmission to Marquette University is required for former students who wish to return to the university to complete a first bachelor's degree, pursue an additional bachelor's degree or take courses for professional development. Readmission is not considered for students with an outstanding balance of \$3,000 or more already owed the university, or who have an active Student Affairs/Development or Office of the Registrar hold their records. In all cases students must be fully readmitted to the university prior to the term/session in which they wish to register (see the Academic Calendar (<https://bulletin.marquette.edu/undergrad/academiccalendar/>) for published deadlines).

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

Registration

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

Students complete class online registration via Marquette's CheckMarq (<http://checkmarq.mu.edu>) system. During early registration, students are assigned registration appointment times by the number of credits earned. In order to ensure that transfer credits are posted to students' records before registration appointments are assigned, students transferring in credits must have their official transcript received in the Office of the Registrar by the deadline indicated in the Academic Calendar (<https://bulletin.marquette.edu/undergrad/academiccalendar/>). If a transcript is received after this deadline, there is no guarantee the credits will be posted to students' records in time to affect the registration appointment. Once assigned, registration appointments are not changed.

Students are responsible to ensure that their course schedule for each term/session accurately reflects the classes they plan to attend. Students may not attend classes in which they are not officially registered. Students must be registered by the deadline to Add/Drop for each session, as outlined in the Academic Calendar (<https://bulletin.marquette.edu/undergrad/academiccalendar/>). The university does not retroactively register students for courses after this deadline, or after a term is completed and reserves the right to deny credit to students who fail to officially register in any course within these time limitations. All courses for which students are registered are subject to tuition and in some cases, additional fees. Students are responsible for any payment due for all officially registered courses, regardless of attendance.

Students who do not plan to attend the university are responsible for dropping classes through CheckMarq, before the deadline to Add/Drop for the session/term and notifying their respective college office. All courses for which students are officially registered as of the deadline to Add/Drop are subject to fee assessment and payment and appear as part of the permanent record, regardless of attendance. To avoid unnecessary fee charges and courses with punitive grades on the permanent record, students are responsible to review their official registration schedule prior to the deadline to Add/Drop and ensure that it accurately reflects the courses in which they plan to attend.

Registration in Graduate Courses

Degree-seeking undergraduate seniors, with a GPA of 3.000 (B), may register for graduate courses with permission of their college and the Graduate School approves of the registration. To register for a graduate course, students must complete the Permission to Enroll in a Graduate Course form, available on the Graduate School forms website (http://www.marquette.edu/grad/forms_index.shtml). Students are responsible for securing the necessary signatures, as outlined on the form and returning the completed form to the department offering the course. Once approved, students receive a permission number from the department and may register in CheckMarq.

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

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

Reinstatement to the University

Students who are academically dismissed (RWAR - required to withdraw for academic reasons) at the end of a term may appeal the decision via the Academic Censure appeal process. If the appeal is granted for the term immediately following the dismissal (or, in the case of the spring term, for the fall term), readmission is not required. In these cases, students are automatically reinstated to the university on probation status. The official transcript reflects both the academic dismissal and the reinstatement on probation.

Students who are academically dismissed at the end of a term and do not appeal, or who have their appeal denied, must leave the university. If these students wish to return to the university at a later time, they must apply for readmission and, as part of the readmission application, request readmission to the university via the Academic Censure appeal process, as outlined above. If the return to the university is approved, students are readmitted on probation and the official transcript reflects both the academic dismissal and the readmission on probation. In addition, these students

normally follow the degree requirements listed in the bulletin in effect during the academic year of their return. Policies in effect at the time of return apply to all students, regardless of the term of initial enrollment.

Repeated Courses

Undergraduate students may repeat a course under certain conditions:

1. Courses in which a passing grade is earned may be repeated only once.
2. The repeated course is taken at Marquette.
3. The repeated course is the same as the original course or established as an equivalent of the original course (e.g., honors and non-honors versions of a course).
4. The repeated course is graded with the same grading options as the original, e.g., students may not exercise the CR/NC option for a repeated course, unless it was originally taken with this option.
5. The course was used toward the degree requirements of a Marquette degree that is not yet posted to the academic record.
6. Courses in which a grade of ADW, AU, AUA, F, NC, W, WA, WF, UW, U, UNC or UY was earned may be repeated until a passing grade is assigned; once the passing grade is assigned, that course may be repeated only one more time, regardless of the grade earned.
7. A passing grade is determined as the minimum grade required by the university grading policy to earn credit for a course, or satisfactorily complete coursework. Passing grades for undergraduates at Marquette are: D or above, CR, S, SNC or SY (See Grading System in this bulletin).
8. As an exception to the regulation, these courses allow unlimited repeats: colloquiums, continuation placeholder, co-ops, independent study/research, internships, practicums/clinical/field work experience, seminar/reading, studio/workshops, study abroad and variable title courses (e.g., topics).

Credit hours earned in a repeated course, other than #8 above, are only awarded once; however, all previous courses and grades remain on students' permanent academic record. The last grade earned is included in the cumulative GPA and the grade in the original course is excluded from the cumulative GPA calculation. The cumulative GPA is adjusted at the time the repeated course is graded. When grades of ADW, AU, AUA, W, WA or UW are earned in the repeated course, the earlier grade remains in the cumulative GPA. When external transferred courses are repeated, only the Marquette course/grade is reflected in the total credits earned and the cumulative GPA.

At the time of registration, the repeat process in CheckMarq allows the repeat of a course only once, unless the course is an unlimited repeat course (see #8 above). Students who need to repeat a course, and that repeat is allowed under the policy, must petition this action via the Request to Repeat a Course form located on the Marquette Central academic forms website (http://www.marquette.edu/mucentral/registrar/policy_forms.shtml). This petition is granted only if the request is in adherence to all the repeat criteria listed above.

Residency at Marquette

Residence is defined as the number of courses or credits students must earn at an institution to be awarded a degree from that institution. Residency at Marquette for all undergraduate students is this:

1. A minimum of 45 credits required to earn a Marquette undergraduate degree, including one-half of the credits required for a major or minor, must be Marquette credits. Up to 15 of the 45 credits may be completed through an approved study abroad program. Any exception to this policy must be approved by the Office of the Provost.
2. The last 30 credits needed to complete a Marquette undergraduate degree must be Marquette credits, unless those credits are earned in an approved study abroad program or earned as part of a written/contractual agreement with another institution in which Marquette students participate during the final year of their degree program. The dean's office in the college where the student's program resides may approve an exception to this policy up to 6 credits. Any further exception must be approved by the Office of the Provost.

Second/Additional Bachelor Degree

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

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

Students who have earned their baccalaureate degree at an institution other than Marquette and wish to pursue an additional baccalaureate degree from Marquette are admitted via the Undergraduate admissions process (<https://bulletin.marquette.edu/undergrad/admissionprocedures/>).

Students who are currently pursuing a first bachelor's degree, may, with the written approval of their college and the college offering the degree, concurrently enroll in two bachelor degree programs. Students fill out the Undergraduate Add/Drop a Concurrent Second Degree form, located on the MU Central website, to facilitate this process. If approved, a degree plan must be provided by the college to the Office of the Registrar. The plan must delineate clearly which courses apply to the first degree and which apply to the second degree **and**, with the exception of awarding Graduation Latin Honors, all other conditions specified in the Additional Bachelor's Degree admission section (<https://bulletin.marquette.edu/undergrad/>

admissionprocedures/#admissionasanadditionalundergraduatedegreestudent) of this bulletin apply. To earn concurrent degrees, the university degree, primary major and all other requirements attached to each degree/primary major must be completed during the same term. When this is the case, both degrees are eligible for Graduation Latin Honors, if qualified. For those students who do not complete the requirements for both degrees/primary majors in the same term, the unearned additional degree/major must be withdrawn; and, students who desire to complete the second degree/major must be readmitted as second bachelor degree students, **and** all requirements for the additional degree/major apply. (See the Readmission (p. 25) section of this bulletin)

Second Language Course Placement

Bachelor of Arts degree students in the Klingler College of Arts and Sciences and international business majors in the College of Business Administration must satisfy a second language requirement for graduation. This may be accomplished by placement, course work or both. The goal of the Department of Languages, Literatures and Cultures (<https://www.marquette.edu/languages-literatures-cultures/>) is to place students in the most appropriate level of second language study based on previous exposure to the language.

Second Language Requirement

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

1. Students who have never studied the language, or who are beginning the study of a new language, do not have to take a placement examination. They should register for an Elementary Language course numbered 1001 in Arabic, Chinese, Italian or Latin, or 1003 in French, German or Spanish.
2. Students who have earned high school credit in Chinese, French, German or Spanish, and who plan to continue with the study of that language, must take the placement examination (<https://www.marquette.edu/languages-literatures-cultures/undergraduate-student-resources.php>) to determine placement in the appropriate course.
3. Students who have completed two years or less of Arabic, Chinese, Classical Greek, Latin or Italian in high school, and who plan to continue with the study of one of those languages, should register for the Elementary Language course numbered 1001. Students with three years or more of high school study in Arabic, Classical Greek, Latin or Italian must complete a language survey (<https://www.marquette.edu/languages-literatures-cultures/undergraduate-student-resources.php>) and register for the Intermediate Language course numbered 2001. Students should consult with the Department of Languages, Literatures and Cultures (<https://www.marquette.edu/languages-literatures-cultures/>) if they have any questions regarding the placement in these levels.
4. Students who are native or near-native speakers of Arabic, Chinese, French, German, Italian or Spanish are not eligible to register in the elementary or intermediate levels of their native language for credit. Registration in these courses may result in no credit being awarded for the course. Students should consult with the Department of Languages, Literatures and Cultures (<https://www.marquette.edu/languages-literatures-cultures/>) before registering for an advanced second language course. Native speakers of other languages should consult with the records office in their college regarding possible exemption from the second language requirement.
5. Students who are native or near-native speakers of Chinese, French, German or Spanish, and who plan to continue advanced study of that language, must first take the placement examination (<http://www.marquette.edu/foia/webcape.shtml/>) in that language to determine the level of proficiency. After taking the examination, students must consult with the Department of Languages, Literatures and Cultures (<https://www.marquette.edu/languages-literatures-cultures/>) before registering for an advanced second language course. Native speakers of other languages should consult with the records office in their college regarding possible exemption from the second language requirement.
6. Students who have spent six weeks or more studying in a Chinese-, French-, German- or Spanish-speaking country must take the placement examination (<https://www.marquette.edu/languages-literatures-cultures/undergraduate-student-resources.php>) and consult with the Department of Languages, Literatures and Cultures before registering for a second language course.
7. Any new students who have college credit for a second language course from another university (including Cooperative Academic Partnership Program (CAPP) courses in high school) must have their transcripts sent to the Office of Undergraduate Admissions (<http://www.marquette.edu/explore/>) as a part of the application process. Questions regarding the transfer of second language credit can be directed to the student's college office. Questions regarding registration for a subsequent course can be directed to the Department of Languages, Literatures and Cultures (<https://www.marquette.edu/languages-literatures-cultures/>). Students with college credit in a second language should not take the placement examination since placement is determined by the college credit transferred.
8. Students who have taken the Advanced Placement Exam or the International Baccalaureate Exam and have received credit for a course in a second language or literature should refer to the Department of Languages, Literatures and Cultures' website (<http://www.marquette.edu/foia/>) for recommendations on the appropriate course for which to register.

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

Placement Credit in Second Languages

A student placed in an Intensive Intermediate course in FREN 2003 Intensive Intermediate French, GRMN 2003 Intensive Intermediate German or SPAN 2003 Intensive Intermediate Spanish, and who completes the course with a grade of B or better, may be eligible for four hours of placement credit. A student placed in FREN 3001 French Composition and Conversation, GRMN 3001 German Composition and Conversation or SPAN 3001 Advanced Communication in Spanish or SPAN 3005 Advanced Communication in Spanish for Heritage Speakers, and who completes the course with a grade of B or better, may be eligible for four hours of placement credit.

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

Course 2003

4 placement credits in FREN 1003 Intensive Elementary French, GRMN 1003 Intensive Elementary German or SPAN 1003 Intensive Elementary Spanish, in addition to the 4 credits earned in the 2003 course.

Course 3001 (or 3005)

4 placement credits in FREN 2003 Intensive Intermediate French, GRMN 2003 Intensive Intermediate German or SPAN 2003 Intensive Intermediate Spanish, in addition to the 3 credits earned in the 3001 or 3005 course.

Eligibility Requirements for Placement Credit:

1. Students must have earned the high school credits for the language in question from a U.S. high school.
2. Students may not have college credit in the language (including Advanced Placement (AP) credit, credit by examination or transfer credit from another institution).
3. Students may not have previously audited a college course in the language or enrolled in, and then withdrawn from, a course in the language after the third week of the term.
4. This must be the first course in the language taken at Marquette.

Student Data Use and Privacy

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

Study at Other Institutions

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

Credit for courses pursued by students at another institution while simultaneously enrolled at Marquette (concurrent registration) are not allowed unless specifically authorized by the dean/dean designee of their colleges.

Upon completion of the approved course work, it is the responsibility of students to request that an official transcript be sent directly from the institution to Marquette's Office of the Registrar. Transcripts routed/sent by students are not accepted. Transfer credits are not reviewed or posted to the Marquette academic record until the official transcript from the external institution is recorded in the Office of the Registrar.

Transfer to Another Undergraduate College within the University-Internal Transfer

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

Note: Colleges reserve the right to rescind an internal transfer approval following final grading of each term, should students fall below the academic standards of the new college. In addition, students who are academically dismissed at the end of a term and have already been admitted to another

another college within the university for the subsequent term, must appeal the dismissal to the new college. For more information see the Academic Censure (p. 6) policy in this bulletin.

Transfer Course/Credit Policy

Marquette students who wish to take classes at another institution while not also registered at Marquette must have the courses approved by their home college office prior to attending that institution. If prior approval is not obtained, the university reserves the right to determine a course award based on the current established course equivalent, or to deny the credit altogether. Failure to obtain pre-approval, as outlined by the policy, also means that any appeal of the award is not reviewed. Without this pre-approval there is no guarantee that the courses/credits are accepted toward the Marquette degree requirements. Students taking courses/credits at another institution with the plan to transfer those courses/credits into Marquette are bound by the University Transfer Course/Credit Policy (<https://bulletin.marquette.edu/undergrad/admissionprocedures/#transfercoursecreditpolicy>) in the Admissions section of this bulletin.

Transcripts-Official

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

The university accepts only official transcripts for the purposes of posting transfer credit or courses to the Marquette record and/or verification of a degree, diploma or certificate completed at another institution.

Official transcripts are generated by the record/registrar office of another institution and delivered in one of two ways:

1. Electronically delivered to Marquette University via a secure 3rd party method that has been verified by the issuing institution.
2. Printed on security paper and delivered to Marquette University in an envelope sealed by the issuing institution.

All other transcripts are considered unofficial and are not accepted or processed. When an official transcript is received by the Office of the Registrar, the transcript is submitted for review to determine the transferability of any courses and/or credits. The appropriate admissions offices determine if any degree, diploma and/or certificate is applicable to the program in which students have applied.

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

1. **Required to Withdraw for Academic Misconduct:** dismissed due to academic dishonesty. "Required to Withdraw for Academic Misconduct" appears on both unofficial and official transcripts. If students are allowed to return after this dismissal, "Reinstated to the University" permanently appears on both transcripts.
2. **Required to Withdraw for Academic Reasons:** dismissed due to academic performance. "Required to Withdraw for Academic Reasons" appears on both unofficial and official transcripts. If students are allowed to return after this dismissal, "Reinstated to the University on Probation" permanently appears on both transcripts.
3. **Required to Withdraw for Non-Academic Reasons-Expulsion:** dismissed due to student conduct violation. "Required to Withdraw for Non-Academic Reasons: Expulsion" appears on both unofficial and official transcripts. Expulsion is the most serious university disciplinary action and involves the permanent exclusion of students from the university.
4. **Required to Withdraw for Non-Academic Reasons-Suspension:** dismissed due to student conduct violation. "Required to Withdraw for Non-Academic Reasons: Suspension" appears on both unofficial and official transcripts. If students are allowed to return after this dismissal, "Reinstated to the University" permanently appears on both transcripts.
5. **Required to Withdraw for Professional Integrity Reasons:** dismissed due to lack of integrity in a professional setting, such as a clinical or field placement. "Required to Withdraw for Professional Integrity" appears on both unofficial and official transcripts. If students are allowed to return after this dismissal, "Reinstated to the University" permanently appears on both transcripts.
6. **Required to Withdraw for Professional Performance Reasons:** dismissed due to poor performance in a professional setting, such as a clinical or field placement. "Required to Withdraw for Professional Performance" appears on both unofficial and official transcripts. If students are allowed to return after this dismissal, "Reinstated to the University" permanently appears on both transcripts.
7. **Required to Withdraw for Unsatisfactory Degree Progress:** dismissed due to lack of degree progress. "Required to Withdraw for Unsatisfactory Degree Progress" appears both unofficial and official transcripts. If students are allowed to return after this dismissal, "Reinstated to the University" permanently appears on both transcripts.

Withdrawals

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

Classes are removed from the academic record when students drop those classes before the deadline to Add/Drop, as published in the Academic Calendar (<https://bulletin.marquette.edu/undergrad/academiccalendar/>), for the session in which the class is scheduled. After

this deadline, classes remain permanently on students' records and may not be removed. Once a permanent grade is assigned, it is not changed except in cases of institutional error or policy requirements. Students are not withdrawn from any class after the last day of the session in which a class(es) is scheduled.

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

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

The period for withdrawing from classes (W grade), or the term, is the day after the last day to Add/Drop for a session, until the withdrawal deadline, as specified in the Academic Calendar (<https://bulletin.marquette.edu/undergrad/academiccalendar/>). **After the withdrawal deadline, students who wish to withdraw, are assigned the appropriate grade, as outlined in the Grading Section above.**

Students who fail to manifest, at any time, those qualities to be appropriate and necessary to the professional field for which they are preparing, withdrawal from the program, the university or any class may be initiated by the college and grades of ADW are assigned.

These policies are in effect for all students, regardless of any financial aid award and/or scholarships they receive.

Withdrawal Procedures

Students should review the Marquette Central website (<https://www.marquette.edu/central/registrar/how-do-i-drop-withdraw-from-classes-withdraw-from-university.php>) for procedures related to withdrawing from single classes or the university.

Unexcused Withdrawals

Students who register, never attend and fail to officially withdraw from a class, are withdrawn because of non-attendance. This action results in a permanent grade of UW on the academic record that may not be replaced with any other grade. In addition, failure to follow the outlined procedures and timelines as listed in the Withdrawal section above and to officially withdraw from classes, does not relieve students of the responsibility to pay for any tuition/fees owed for such classes. It is the responsibility of all students to determine if there are any financial aid and/or scholarship consequences to the grade of UW.

Medical Withdrawal

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