COLLEGE OF NURSING

UNDERGRADUATE STUDENT HANDBOOK
2016-2017
This College of Nursing Student Handbook contains information, policies and procedures with which you should be familiar. This publication is a supplement to the Undergraduate Bulletin. You are responsible for understanding all information and policies found in this publication, the Marquette University Undergraduate Bulletin, and the Marquette Student Handbook.
# Table of Contents

College of Nursing Contact Information ........................................................................................................1
  Emory T. Clark Hall
  Building Hours
  Offices and Personnel
  Undergraduate Inquiries
  Financial Aid
  Communication
  Student Lounge
  Wheaton Franciscan Healthcare Center for Clinical Simulation

Campus Resources ................................................................................................................................................. 2
  Alumni Memorial Union
  Book Marq (Textbooks)
  Copier/Print Wise
  ITS
  Library Facilities
  Marquette University Police Department
  Parking
  Recreation Center

The Mission and Vision of the College of Nursing ................................................................................................. 4

Purpose of the Undergraduate Program ................................................................................................................ 4
  Program Outcomes and Performance Indicators

Academic Integrity .................................................................................................................................................. 5

Plagiarism ................................................................................................................................................................ 10

Marquette University College of Nursing Student Standards of Conduct .............................................................. 11

College of Nursing Committees & Nursing Organizations .................................................................................. 14
  Undergraduate Program & Curriculum Committee
  Student Nurses Association
  Sigma Theta Tau International
  Marquette University Alumni Association

Undergraduate Financial Assistance Options ........................................................................................................ 15

Graduation Requirements .................................................................................................................................... 16

University Core of Common Studies .................................................................................................................... 17

Sample Undergraduate Curriculum ....................................................................................................................... 18

Progression Policies for Undergraduate Students of Nursing ................................................................................ 20

Prerequisite Guide for Baccalaureate Students ...................................................................................................... 22

Attendance Policy .................................................................................................................................................. 23

Clinical/Health Requirements and Criminal Background Checks ....................................................................... 24
**COLLEGE OF NURSING CONTACT INFORMATION**

http://www.mu.edu/nursing

**EMORY T. CLARK HALL**
The College of Nursing, Emory T. Clark Hall, was constructed in 1982. The four story building houses classrooms, nursing faculty offices, a student terrace, the Nursing Research Center, and the Wheaton Franciscan Healthcare Center for Clinical Simulation.

**BUILDING HOURS**
During the academic year, the College of Nursing Building is open when classes are in session.

College of Nursing Office hours M-F 8:00 AM - 4:30 PM

**COLLEGE OF NURSING OFFICES AND PERSONNEL**
All College of nursing offices may be dialed directly. General and administrative numbers are:

Interim Dean of Nursing, Dr. Donna McCarthy, 241
Administrative Assistant, Irene Cvetich, 243 ................................................................. 288-3812

College of Nursing General Office, Pengpeng Wang, 112A ............................................... 288-3800/3803

Director of Academic Business Affairs, Larry Vanden Busch, 245 ........................................ 288-3918
Business Operations Specialist, Margie Felber, 247 ............................................................. 288-7347

Associate Dean for Graduate Programs, 267
  Interim Director of PhD Program, Dr. Marilyn Frenn, 349 ...................................................... 288-3845
  Program and Communication Coordinator, Tionne Reed, 263 .............................................. 288-3869
  Graduate Program Coordinator, Karen Nest, 209 ................................................................. 288-3810
  Graduate Program & Clinical Placement Coordinator, Julie Radford, 213 ........................... 288-5632

Associate Dean for Undergraduate Programs, Dr. Kerry Kosmoski-Goepfert, 253
  Undergraduate Program Assistant, Molly Pappenheim, 251 ................................................... 288-3809
  Academic Advising Coordinator, Marissa Delwiche, 248 .................................................... 288-3827
  Academic Advisor & Clinical Placement Coordinator, 250 ................................................... 288-7549

Interim Associate Dean for Research, Dr. Donna McCarthy, 235
  Research and College Office Coordinator, Pengpeng Wang, 112A ....................................... 288-3803

Graduate Program Option Coordinators
  Adult-Older Adult Acute Care, Deb Casper, 334 ................................................................. 288-3871
  Adult/Older Adult Primary Care, Dr. Christine Shaw, 359 ..................................................... 288-3843
  Pediatrics, Primary Care, Dr. Kristin Haglund, 315 .............................................................. 288-3824
  Pediatrics, Acute Care, Dr. Christine Schindler (pager)............................................................ 907-0543
  Nurse-Midwifery, Dr. Lisa Hanson, 341 .................................................................................. 288-3841
  Clinical Nurse Leader, Dr. Jane Miles, 365 .............................................................................. 288-3851
  (Co-Option Coordinator, Pat Schroeder, 363) ........................................................................ 288-0658
  Systems Leadership & Healthcare Quality, Dr. Jane Miles, 365 .............................................. 288-3851
  (Co-Option Coordinator, Pat Schroeder, 363) ........................................................................ 288-0658

Sigma Theta Tau International-Delta Gamma Chapter
  Faculty Advisor, Jill Guttormson ............................................................................................. 288-3819

Wheaton Franciscan Healthcare Center for Clinical Simulation (CCS), 014 ............................. 288-3806
  Director, Joseph Poole ............................................................................................................. 288-3861
  Simulation Coordinator, Theresa Gruenke ............................................................................. 288-3833
  Simulation Technology Specialist, Craig Schutta .................................................................... 288-3170
  Simulation Technology Associate, Laura Nigh ........................................................................ 288-2044
  CCS Assistant, Chris Schutt ................................................................................................. 288-1431

Technical Support Specialist, John Mohammad, 316 ............................................................ 288-4549

Campus Ministry
  Rev. Walter J. Stohrer, S.J., Chaplain ...................................................................................... 259-8379
**UNDERGRADUATE INQUIRIES**............................................................................................. 288-3809
- Admissions
- Advisor Change Requests
- Class Schedule Conflicts
- Course Audit
- Course Substitute Repeat
- Course Withdrawals
- Independent Study
- International Studies
- Registration Procedures and Problems
- Student Health Requirements
- Transfer Credits

**FINANCIAL AID** ....................................................................................................................... Larry Vanden Busch, 288-3918

**COMMUNICATION**
**Email:** All official communication for the College of Nursing is done through the university email system.
**Students must check their MU email accounts frequently (at least three times a day).**

**STUDENT LOUNGE**
The nursing student lounge is located on the ground floor of the College of Nursing. The lounge may be used for studying, relaxing, and meeting with other nursing students. It may also be used for nursing organization meetings within the College, and serves as the place where social functions of the College of Nursing are held.

**WHEATON FRANCISCAN HEALTHCARE CENTER FOR CLINICAL SIMULATION (CCS)**
Hours vary. Please call 288-3806 for current times.

The Wheaton Franciscan Healthcare Center for Clinical Simulation, located in the Terrace, includes a six-bed hospital with two intensive care rooms, two medical surgical rooms, one pediatric/neonatal intensive care unit and one labor and delivery suite. It also features two provider offices, a home health/long-term care apartment, three skills labs with various levels of technology, and four debrief rooms, where professors and clinical educators are able to review video recordings of simulation exercises with students.

**CAMPUS RESOURCES**

**ALUMNI MEMORIAL UNION** .............................................................................................. 288-7250
The Alumni Memorial Union is located north of Wisconsin Avenue on 15th Street and offers a variety of services for students. Included are the Office of Student Affairs, the Information Center, several dining facilities, check cashing service and a postal service. The Golden Eagle sells supplies, cards, books, and apparel.
- Union Station, Alumni Memorial Union.................................................................288-1518
- Marquette Student I.D. Card and Nursing Clinical ID Card (Replacement)
- U.S. Post Office
- Bus Passes
- Check Cashing

**BOOK MARQ (TEXTBOOKS)** ............................................................................................... 288-7317
The University Book Marq is located on 16th Street just north of Wells Street. Hours of operation vary with increased hours at the beginning of each semester.

**COPIER/PRINT WISE**
Copier/PrintWise stations for making photo copies or printing from a computer are available in the Wheaton Franciscan Healthcare Center for Clinical Simulation (Room 027) and for PhD students in the PhD Office (Room 356/360). Copier/PrintWise stations are also located in the Raynor Memorial Libraries.

**ITS**
The Information Technology Services (including user terminals) is located in Cudahy Hall, 2nd floor. User access codes are obtained from the ITS.
LIBRARY FACILITIES ................................................................. (24 hour number) 288-1530
Privileges with Marquette University Student Identification Card: Raynor Memorial Libraries, Marquette University
(Includes interlibrary loans, computerized literature searches, etc.)
Hours vary. For current times, see: http://www.marquette.edu/library/about/hours.shtml. It is recommended that students visit the libraries for orientation and to learn of available services. Libraries at many clinical agencies are available for students to use as well.

Libraries for which loan privileges may be available upon application:
Medical College of Wisconsin Library
Milwaukee Public Library
Wauwatosa Public Library
University of Wisconsin-Milwaukee Library

MARQUETTE UNIVERSITY POLICE DEPARTMENT
The Marquette University Police Department is open 24 hours each day for emergency use. The non-emergency telephone number is 288-6800. The emergency number is 288-1911.
To provide members of the Marquette and surrounding community with a direct means of contacting MUPD, the university maintains Blue Light and Service Phones. Blue Light Phones, most frequently recognized by blue lights on the top of the phones, and Service Phones, most frequently recognized by red labels, are placed in university buildings, apartments, parking areas and near-off-campus areas.

Student Safety Programs, operated through the MUPD, offers walking escorts and mobile transports to campus and near-off-campus locations during the evening hours. Safety Patrollers operate from 5 p.m. until midnight. LIMO vans operate nightly during the school year from 5 p.m. until 3 a.m., with extended hours from 5 p.m. until 4 a.m. on Friday and Saturday nights when school is in session. After-hours transports can be obtained from 3 a.m. until 7 a.m. For more information on Student Safety Programs and how to request a ride, please visit http://www.marquette.edu/mupd/safety-tips.php.

PARKING
Parking permits are available at the beginning of each semester. Students may contact the Parking and Traffic Office, 288-6911.

RECREATION CENTER
The Helfaer Tennis Stadium and Recreation Center (288-6976) and Rec Plex (288-7778) offer many recreational opportunities, including tennis, swimming, handball, jogging, and others.
THE MISSION OF THE COLLEGE OF NURSING

Through a transformational Catholic, Jesuit education, Marquette University College of Nursing prepares nurse leaders to promote health, healing and social justice for all people through clinical practice and development of nursing knowledge.

VISION STATEMENT

The Marquette College of Nursing will be a premier program that prepares an increasingly diverse community of clinicians, leaders, educators and researchers who transform health care and will be the College of choice for those who are committed to:

- Providing high quality, compassionate care focused on individuals, families and communities.
- Advocating for social justice to eliminate health inequities.
- Engaging community partners to promote health care for all.
- Generating, evaluating and applying knowledge to improve health and education outcomes.
- Creating a dynamic, innovative learning community.
- Leading change to improve the health care environment.

PURPOSE OF THE UNDERGRADUATE PROGRAM

The primary purpose of the baccalaureate program in nursing is to prepare the graduate to function as a professional nurse in diverse nursing situations, and to work collaboratively with other health workers in coordinating and improving the health care of individuals, families and communities. The baccalaureate program provides a broad, basic foundation for graduate education in nursing and for continuing personal and professional development.

PROGRAM OUTCOMES AND PERFORMANCE INDICATORS

The following program outcomes based on the AACN Essentials of Baccalaureate Education drive the undergraduate curriculum. The graduate of the undergraduate curriculum will demonstrate the following role dimensions of the professional nurse.

I. Provider of Care: The baccalaureate graduate will enter professional nursing practice prepared to use sound clinical judgment in the delivery of high quality, safe, compassionate care.

II. Leader of Care: The baccalaureate graduate will advocate for social justice to eliminate health inequities, and lead change to improve health and the health care environment.

III. Member of a Profession: The baccalaureate graduate will function effectively as an inter-professional and community team member.

Performance Indicators:

- Use sound judgment in the delivery high quality, safe, compassionate care.
- Advocate for social justice to eliminate health inequalities.
- Lead change to improve health and health care environment.
- Function effectively as an inter-professional and community team member.
ACADEMIC INTEGRITY

Refer to Marquette University’s Academic Honesty Policy and Procedures at:
http://www.marquette.edu/provost/academic-integrity.php for definitions and policies & procedures for academic dishonesty.

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 will not be 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 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 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 a student is in doubt as to whether an action or behavior is subject to the academic misconduct policy, he/she 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, coursework and/or grade point average.
Research Misconduct
The University Research Misconduct Policy applies to faculty, staff, students, and others who are employed by or affiliated with Marquette University. Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

PROCEDURES FOR INCIDENTS OF ACADEMIC MISCONDUCT

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

The Academic Integrity Council Director will notify the student and select 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 will determine if the case warrants further action or is to be dismissed and inform the Academic Integrity Council Director of same. Once the Investigating Officer informs the Academic Integrity Council Director of the decision, the Academic Integrity Council Director or designee will review the Investigating Officer’s summary and notify the student within two business days of the disposition. For cases moving forward, the Academic Integrity Council Director will determine whether the case is eligible for expedited review or must be referred for a full hearing.

A student who withdraws from a class or the University, and is later found to have violated the Academic Integrity Policy the withdrawal may be changed to an administrative or failing grade.

Expedited Procedure
If the student has no record of academic misconduct at Marquette University and the alleged misconduct is relatively minor and does not involve graduate students, or Health Science Professional courses, the Academic Integrity Council Director may offer the student an expedited review specifying the maximum penalty that could be assigned. The student has two business days to respond to the Academic Integrity Council Director. If the student accepts responsibility and the penalty, the Academic Integrity Council Director will send a final letter to the student summarizing the finding and the penalty. At the same time, the Academic Integrity Council Director will send a letter specifying the penalty to the student’s college/school office, and the faculty member in whose class the misconduct occurred.

If the student does not accept the expedited review option, the case will move to a full hearing.

In all cases, a copy of the file relating to the alleged misconduct including all correspondence will be forwarded to the Office of the Registrar to be held in the student’s permanent confidential file.

Full Hearing
A Hearing Board will be convened by the Academic Integrity Council Director for cases that are ineligible for expedited review, all cases in which students request a hearing or cases the Academic Integrity Council Director deems appropriate. The Board, will generally consist of two faculty, two students and the Dean’s Office Designee from the student’s college/school. A faculty member will normally be assigned the role of board facilitator.

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

Student Appeals
A student has the right to appeal the hearing board’s determination if he/she believes 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 the student should submit a formal written appeal stating the grounds for appeal and relevant documentation to the Academic Integrity Council Director within five calendar days of the notification of the decision. Upon receipt of the appeal the Academic Integrity Council Director will convene 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 will review the appeal and, make a determination within five business days of receipt of the appeal. The Academic Integrity Council Director will provide a written statement to all parties concerned. The decision of the Academic Integrity Executive Committee is final. A copy of the decision will be placed in the student academic file located in the Office of the Registrar. The disciplinary response and procedure for incidents of academic dishonesty that do not lead to suspension or expulsion concludes at this step.

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

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

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

The Marquette University College of Nursing will not tolerate any form of academic dishonesty. One prevalent type of academic dishonesty is plagiarism. Please see below for the definition of plagiarism.

What Is Plagiarism?

If you submit someone else’s work as your own, you commit plagiarism.

To attempt to earn credit for someone else’s work is a fraudulent act, whether the original work is published or unpublished. Misleading your instructor and other readers about the source of your work constitutes plagiarism even if you have permission of the original author to do so, whether explicit permission (e.g., friends conspire to submit the same paper for credit) or implicit permission (e.g., a student downloads a paper from a Web site or copies a paper from an organization’s files.)

Type 1 Plagiarism: Not Using Quotation Marks

- When you use someone else’s words, always put them in quotation marks and cite the source within the body of the text as well as on your Works Cited page.
- When you use quotation marks, you must use the exact words of the author.
- Use quotations only when it is absolutely essential for the reader to know exactly what that particular person said word for word.
- Numerical information must be attributed to its source, but you need not put quotation marks around numbers.

Type 2 Plagiarism: Paraphrasing Is Too Similar to Source

- It is plagiarism to use someone else's sequence of sentences and just change a few words or their position in each sentence.
- If you find yourself with the source of information in one hand while you are writing your report in the other hand, then there is a good chance you are plagiarizing. Consult a handbook for tips and guidelines for appropriate paraphrasing.

Type 3 Plagiarism: Not Citing the Source of Information

- Your sources deserve credit for ideas as well as exact language. Use attributive tags as well as internal citation conventions.
- All information/ideas that you obtain from someone else that are not common knowledge must be cited both internally and on the Works Cited page, whether you are paraphrasing or quoting.
- If you have doubts about whether an idea or fact is common knowledge, or if you think your readers might mistakenly consider an idea to have originated with you when it did not, cite your source. If you need guidance, consult your instructor.

(Source: http://www.marquette.edu/wac/neutral/WhatIsPlagiarism.shtml)
When students are admitted to Marquette University College of Nursing, they become a part of the community of Marquette nursing and of a tradition rooted in Marquette values. As such, all nursing students, through their words, actions, and commitments, are expected to contribute to the development and promotion of a community that, informed by the College of Nursing’s Catholic Jesuit ideals, is characterized by respect, caring, and honesty, and to uphold the ethical principles of the nursing profession. These characteristics and expectations are essential to ensure the rights and privileges of all people, preserve the integrity of the Marquette educational community, promote the integrity of the nursing profession and safeguard all those for whom we have the privilege to provide nursing care.

Upon matriculation into Marquette University College of Nursing, each student agrees to abide by the policies and procedures of the University, and the standards of conduct of the College, and to uphold the ethical principles of the nursing profession. The following sections describe the conduct expected of a student as a member of the Marquette College of Nursing community.

RESPECT FOR THE ETHICAL PRINCIPLES OF THE PROFESSION

When individuals enter professional nursing education, they accept a moral commitment to uphold the ethical principles of the nursing profession. All nursing students are considered to be a part of the nursing profession and are expected to maintain appropriate conduct and to be committed to the ethical responsibilities and high standards of patient care valued by the profession as described by the Nurses Code of Ethics.a As a Marquette nurse, one becomes a member of a community and a tradition that is characterized by respect, caring, and honesty, rooted in Marquette values, and devoted to service to others. Nurses have the awesome honor and responsibility of caring for the sick and suffering, vulnerable persons who depend on nurses to be persons of integrity. These standards are intended to help support the Marquette nursing community in this humbling endeavor.

Respect for Self.

The College of Nursing shares in the mission of the University and, in the spirit of cura personalis, values all students and is concerned with their personal and professional development as men and women dedicated to the service of others. The expectations of conduct are meant to encourage students to take themselves, their personal and professional development, and their academic pursuits seriously. Examples of violations of the standard of respect for self include behavior and dress that are inappropriate for a person aspiring to professional nursing, excessive absenteeism, violating the University’s Alcoholic Beverages and Consumption Policy or the University’s Drug Policy, or other conduct described in the student handbook. b

Students engaging in such behavior, or observing others doing so, are encouraged, out of respect and concern for self and others, to seek assistance from the College of Nursing or the University. The Marquette nursing community strives to be a community that supports personal and professional growth, promotes the preservation of integrity, and assists one another to refrain from behavior that might impede the ability to enjoy the privileges of education or to fulfill the responsibilities to self and others as professional nurses.

Respect for Others.

It is expected that students will treat others, on and off campus, with respect and charity so as to establish an atmosphere of safety, trust, and respect, without which there is no community. The College of Nursing expects students to treat all others, including fellow students, faculty, staff, and individuals within clinical and community settings, with sensitivity, consideration, and understanding. This includes respecting persons with different cultures, practices, beliefs, and needs, and demonstrating an active concern for the safety, health, and well-being of others. Conduct, whether oral, written, or physical that is intimidating, hostile, or demeaning toward another is in violation of the standard of respect for others. This standard is not intended to set unreasonable limits on spirited debate related to political, social, ethical, or legal issues. Rather, it is intended to foster intelligent, reasoned, respectful, examination and discussion of issues of relevance to nursing and to further the mission of the University in the search for truth, the discovery and sharing of knowledge, and the fostering of personal and professional excellence.

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a [http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx](http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx)

b [www.marquette.edu/osd/policies/atmarquette.html](http://www.marquette.edu/osd/policies/atmarquette.html)
The College of Nursing especially is concerned that students show respect for patients in all matters, respect being rooted in the transcendent dignity of the human person and guaranteed by the rights that flow from human dignity. It is vital that students take, with the utmost seriousness, their fiduciary responsibility toward patients, who, in their vulnerability, entrust their lives into the hands of those who profess to heal.

Respect for Property.

Members of the Marquette nursing community are expected to act responsibly as it pertains to the use of any and all property on campus, in clinical and community settings and wherever nursing care is provided, including patient homes and other residential settings. Such a respect for property helps foster essential elements of a well-maintained, quality academic environment, a sense of security, and accomplishment. Respect for property in the clinical and community settings fosters relationships important to the education of students, faculty clinical practices, community outreach, and patient care.

Honesty.

Nursing is a moral endeavor based on a trusting relationship between patient and nurse. Honesty is critical to the promotion and preservation of trust and essential to the proper practice of the profession. Marquette nurses are assumed to be persons of high moral character and expected to conduct themselves in a professional manner, maintain high ethical standards, and practice with honesty in all of their educational and professional endeavors, even when their actions may not be discovered.

“Honesty” includes truth-telling and truthful representations in all contexts. Admitting mistakes, should they occur, and striving to correct them and to learn from them, is a mark of honesty. However, engaging in conduct such as cheating, fabrication, plagiarism, or facilitating academic dishonesty, in any manner, are violations of the College of Nursing standard of honesty and the University policy on academic honesty. The following definitions are consistent with the definitions in the University policy on academic honesty; do not supersede those definitions, but are intended to provide additional clarification for students in the College of Nursing.

“Cheating” consists of using, attempting to use, or helping another person to use materials, information, or study aids in any academic activity that would provide an unfair advantage. This includes not only in-class tests, quizzes, and examinations, but also online or electronic activities. Unless the course instructor directs otherwise, cheating includes, but is not limited to, doing, or attempting to do, the following:

- Obtaining, prior to the time authorized by the instructor, a copy of an examination, test, quiz, assignment, answers, or other information;
- Bringing notes or other materials to an examination, test, or quiz, and keeping them in a location where the student can see their content during the examination, test, or quiz (whether or not the notes or materials are used);
- Copying another student’s answer to an examination, test, quiz, or other written assignment;
- Using information relevant to an examination, test, or quiz when such information was obtained through the use of a personal computer or other electronic device during the examination, test, or quiz;
- Submitting written or other work to satisfy a course requirement that was prepared in another context, such as in another course;
- Using any materials or information not authorized by the course instructor, or otherwise violating the instructions given by that instructor, in taking an examination, test, or quiz, or in preparing any assignment for any class;
- Disclosing to another student who is going to take a make-up or special test, examination, or quiz, the content of the test, examination, or quiz, including specific questions or the nature of questions that are on the test, examination, or quiz;
- Communicating with another person regarding the substance of an examination, test, or quiz, while either person is taking an examination, test, or quiz.

“Fabrication” consists of inventing or falsifying information for the purpose of deception and includes, but is not limited to:

- Falsifying information in an academic exercise, activity, or assignment, including data, citations, bibliographic sources, or research results;

• Falsifying information in an application, including job applications, academic applications, and resumes;
• Falsifying information about a patient, or making false oral or written statements about a patient or the patient’s care, including, but not limited to, a medical record;
• Making false oral or written statements to court officials, police officers, or University faculty or staff, including University public safety officers;
• Falsely claiming to be a professional nurse before legal authorization to practice as such;
• Misrepresenting to the College of Nursing, the University, potential employers, state board organizations, or other educational institutions or organizations one’s academic, professional, or personal qualifications.

“Plagiarism” consists of presenting as new or original the words or ideas of another, and includes the following, whether in draft or final form:
• Presenting the language of the original author or source, whether quoted or paraphrased, without attribution;
• Presenting the work of the original author or source without attribution, including facts that are the result of the original author’s research;
• Presenting an idea of the original author or source without attribution (e.g., failing to acknowledge a source when the student’s own analysis is based on that source);
• Presenting the exact language of the original author or source with attribution, but without indicating that the language is an exact quotation; Presenting portions of one’s own previously submitted assignments, and published and copyrighted work without attributing the previous publication.

RULES AND REGULATIONS OF THE UNIVERSITY AND OF PROFESSIONAL NURSING

Like all students at Marquette, nursing students are expected to comply with University rules and regulations as described in the University Student Handbook. Failure to conduct oneself as a responsible member of the Marquette community may result in discipline, up to and including expulsion from the University under the procedures set forth in the student handbook. Any conduct reflecting a lack of the character expected of professional nurses, including but not limited to violations of the Wisconsin Board of Nursing Rules of Conduct Chapter N7, may result in discipline.

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e http://www.legis.state.wi.us/rsb/code/n/n007.pdf
COLLEGE OF NURSING COMMITTEES

Faculty of the College, and in some instances staff and students, participate in the governance of the College through active involvement in the College committees. These diverse committees attend to specific College goals and initiatives and are charged to make recommendations as appropriate to administrators and others. Students are elected to membership on the following committee:

UNDERGRADUATE PROGRAM AND CURRICULUM COMMITTEE
Election to the committee memberships is coordinated by the Dean's Office. Students interested in membership on the committee should contact the Administrative Assistant to the Dean at 288-3812.

NURSING ORGANIZATIONS

STUDENT NURSES ASSOCIATION
The Marquette University Student Nurses Association (MUSNA) is the College of Nursing representative body of the Associated Students of Marquette University (ASMU), the central student governmental body of the University, and the University Chapter of the Wisconsin Student Nurses Association, a constituent organization of the National Student Nurses Association.

MUSNA coordinates and promotes student activities within the College of Nursing and promotes professional, educational, and social activities for nursing students. Officers and representatives from each level within the College are elected annually as is a representative to ASMU. Students may be active at the local, state, or national levels. More information on the Student Nurses Association and Council and its activities may be obtained from class representatives or the faculty advisor to MUSNA. Contact the General College Office (288-3803) to locate representatives, officers, or the faculty advisor.

SIGMA THETA TAU INTERNATIONAL
The Honor Society of Nursing, Sigma Theta Tau International, has chapters throughout the United States and in other countries. The mission of the organization is to promote scholarship and leadership in nursing practice, education, and research. Delta Gamma-at-Large Chapter is a joint chapter between Marquette College of Nursing and Alverno College.

Membership is by invitation to baccalaureate and graduate nursing students, as well as nursing leaders in the community. Once a year, undergraduate and graduate students with advanced standing are invited to join and to attend an induction ceremony.

Delta Gamma Chapter meets formally throughout the year, with events and projects such as:
- April Induction Ceremony
- Awards dinner and program
- Annual research awards
- Programs presenting research funded by Delta Gamma Chapter
- Joint Chapter Programs with other local Schools of Nursing

Learn More
- [www.nursingsociety.org](http://www.nursingsociety.org)
- [http://deltagammassti.org](http://deltagammassti.org)

MARQUETTE UNIVERSITY NURSING ALUMNI ASSOCIATION
The Marquette University Nursing Alumni Association is an affiliate of the Marquette University Alumni Association. In addition to sponsoring several events for nursing alumni, the Nursing Alumni Association maintains a liaison to the College of Nursing Administrative Team and Student Nurses Association for the purpose of joint sponsorship of activities between undergraduate students and nursing alumni.

*Marquette Nurse* is the official publication of the College, published biannually and circulated to over 8,000 alumni as well as to all colleges of nursing throughout the United States.
UNDERGRADUATE FINANCIAL ASSISTANCE OPTIONS

IMPORTANT CONTACTS

Larry Vanden Busch, College of Nursing Director of Academic Business Affairs.........(414) 288-3918
Marquette Central……………………………………………………………………………………………..(414) 288-4000

MARQUETTE UNIVERSITY SCHOLARSHIP INFORMATION

Information about undergraduate scholarships and other means of financial assistance can be found on our admissions website: http://www.marquette.edu/explore/scholarships.shtml. Information specific to the College of Nursing is listed below.

COLLEGE OF NURSING SCHOLARSHIP INFORMATION

The College of Nursing has a variety of scholarship opportunities for undergraduate and graduate nursing students. Depending on criteria/scholarship requirements, eligible students are invited to apply. General information and scholarship application can be found online:
http://www.marquette.edu/nursing/documents/NursingScholarshipsforwebsite11012.pdf

STUDENT WORK-STUDY EMPLOYMENT

The College of Nursing offers positions in the college office and Center for Clinical Simulation during the fall and spring semesters. Open positions are posted on Job Connection: https://jobconnection.mu.edu/. Complete an application online and submit it and your availability to Pengpeng Wang, Research and College Office Coordinator, in Clark Hall, room 112D: pengpeng.wang@marquette.edu.

STATEMENT OF NEED

If all options for assistance have been exhausted, submit a statement of need to the Director of Academic Business Affairs, Clark Hall, room 245. The College of Nursing has a small amount of funding that may be awarded to students with exceptional need. Note: Students who have not registered with the Office of Student Financial Aid at (414) 288-4000 or completed a FAFSA will not be considered for aid by the College of Nursing.
GRADUATION REQUIREMENTS

AMOUNT AND QUALITY OF WORK
A candidate for a baccalaureate degree in Nursing is required to complete 128 credits, including all of the requirements in the University Core of Common Studies (UCCS) and the College of Nursing curriculum. The candidate shall have earned grade points equal to at least 2.5 times the number of credit hours required and shall have at least a 2.500 cumulative grade point average. In addition, the college adheres to the University Graduation Policy and the University Commencement Policy.

UNIVERSITY CORE OF COMMON STUDIES AND COLLEGE CURRICULUM REQUIREMENTS
The College of Nursing builds on the foundational educational experience provided by the University Core of Common Studies. It does this through a college curriculum that amplifies and deepens the knowledge, skills, and values imparted to students in the nine knowledge areas of the UCCS. The nursing major consists of 75 required credits from selected Nursing and Health courses. College of Nursing students also complete 53 UCCS credits, 8 of which count toward the nursing major. In addition, students take 6 core requirement credits and 6 general elective credits.

Rhetoric (R) .......................................................................................... 6 credits
ENGL 1001 and ENGL 1002 ARE REQUIRED.
Mathematical Reasoning (MR) ............................................................... 3 credits
All UCCS courses accepted; Statistics recommended for students considering graduate education.
Individual and Social Behavior (ISM) .................................................... 6 credits
PSYC 1001 and PSYC 2101 ARE REQUIRED.
Diverse Cultures (DC) ............................................................................. 3 credits
HEAL 1025 IS REQUIRED.
Literature and Performing Arts (LPA) .................................................... 3 credits
All UCCS courses accepted for college curriculum credit.
Histories of Cultures and Societies (HCS) ............................................. 3 credits
All UCCS courses accepted for college curriculum credit.
Science and Nature (SN) ........................................................................ 5 credits
BISC 1015 is REQUIRED.
Human Nature and Ethics (HNE) .......................................................... 6 credits
PHIL 1001, PHIL 2310
Theology (T) .......................................................................................... 6 credits
THEO 1001 IS REQUIRED, and all Theology UCCS courses accepted for remaining 3 credits.
General Elective .................................................................................... 6 credits
Other Required Science Courses ........................................................... 6 credits
BISC 1060, 2070
Nursing Major ....................................................................................... 75 credits
NURS 1001, 1002, 2002, 2100, 2200, 2110, 2500, 3201, 3600, 3700, 3800, 3900, 3964, N 3984, 4000, 4700, 4800, 4964, 4984, and NURS/HEAL elective, and HEAL 1025, 2045, and 4901.
UNIVERSITY CORE OF COMMON STUDIES

- All students entering Marquette in the fall of 2016 are required to complete 36 credit hours of University Core of Common Studies (UCCS) requirements. This includes incoming freshmen, transfer students, and readmitted students.

- The 36 credit hours are distributed across 9 knowledge areas as follows:
  - Rhetoric (R) – 6 credits
  - Mathematical Reasoning (MR) – 3 credits
  - Individual and Social Behavior (ISB) – 3 credits
  - Diverse Cultures (DC) – 3 credits
  - Literature/Performing Arts (LPA) – 3 credits
  - Histories of Cultures and Societies (HCS) – 3 credits
  - Science and Nature (SN) – 3 credits
  - Human Nature and Ethics (HNE) – 6 credits
  - Theology (T) – 6 credits

- Some UCCS courses are dual application courses. They satisfy UCCS requirements in two knowledge areas. A student may take only one dual application course to satisfy UCCS requirements. The dual application option is not permitted in Human Nature and Ethics or Theology, unless approved as an exception by the UCCS Core Committee.

- Core credit may be granted for transfer credits, Advanced Placement credits, CLEP, and International Baccalaureate Credits. These awards are made by the usual college designees in consultation with the Director of Core Curriculum. There is no limit on the number of core credits that may be awarded in this manner.

- A list of approved UCCS courses is available in the 2016-2017 Undergraduate Bulletin. A regularly updated list is available on the Office of the Provost website and should be consulted for the most recent listing of UCCS courses. At present, more than 140 UCCS courses have been approved.
### Academic Advising Coordinator will assign students to curriculum plan A or plan B.

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td><strong>Freshman</strong></td>
<td><strong>Cr</strong></td>
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<tr>
<td>NURS 1001</td>
<td>Chemistry for Health Professions</td>
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<tr>
<td><strong>Sophomore</strong></td>
<td><strong>NURS 2100</strong></td>
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<tr>
<td>NURS 2001</td>
<td>Foundations I: Health Assessment &amp; Fundamentals</td>
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<tr>
<td>HEAL 2045</td>
<td>Normal and Therapeutic Nutrition</td>
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<tr>
<td>LPA +#</td>
<td>UCCS LPA (Lit or Performing Arts)</td>
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<tr>
<td>PSYC 2101 +#</td>
<td>Intro Life-Span Developmental Psychology</td>
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<tr>
<td><strong>Junior</strong></td>
<td><strong>NURS 3201#</strong></td>
</tr>
<tr>
<td>NURS 3800#</td>
<td>Maternity Nursing and Women’s Health</td>
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<tr>
<td>NURS 3964#</td>
<td>Family and Community Centered Nursing – Practicum</td>
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<tr>
<td>NURS 3600#</td>
<td>Community and Population Health Nursing</td>
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<tr>
<td>THEO +#</td>
<td>UCCS T (Theology)</td>
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<td><strong>Senior</strong></td>
<td><strong>NURS 4700</strong></td>
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<tr>
<td>NURS 4964</td>
<td>Nursing Care for Persons with Acute Conditions – Practicum</td>
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<tr>
<td>NURS 4000</td>
<td>Quality and Safety in Nursing</td>
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<tr>
<td>MATH +#</td>
<td>UCCS MR</td>
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<td>#</td>
<td>General/HEAL Elective</td>
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<td><strong>Total Credits 128</strong></td>
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<td>+ Indicates University Core of Common Studies requirement</td>
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<tr>
<td># Indicates courses offered both semesters</td>
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</tbody>
</table>

**Cohort Classes:**

**Junior Year –**

- Maternity Theory, Community Theory and the Family & Community Nursing Practicum are taken together
- Adult- Older Adult Theory, Pediatric Theory, and Care of Persons with Chronic Illness Practicum are taken together

**Note:** Failure to take a BISC, HEAL, or NURS course during the semester it is assigned can jeopardize your graduation date. Any changes to these courses must be approved by the Academic Advising Coordinator.
**Academic Advising Coordinator will assign students to curriculum plan A or plan B.**

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Course Title</th>
<th>Credit</th>
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<tr>
<td>Freshman</td>
<td>NURS</td>
<td>Nursing &amp; Health in Jesuit Tradition</td>
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<tr>
<td></td>
<td>BISC</td>
<td>Chemistry for Health Professions</td>
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<tr>
<td></td>
<td>ENGL</td>
<td>Rhetoric &amp; Composition I</td>
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<td>PSYC</td>
<td>General Psychology</td>
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<td></td>
<td>THEO</td>
<td>Intro to Theology</td>
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<td><strong>Sophomore</strong></td>
<td>NURS</td>
<td>Pathophysiology I</td>
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<td></td>
<td>NURS</td>
<td>Foundations I: Health Assessment &amp; Fundamentals</td>
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<td>HEAL</td>
<td>Normal and Therapeutic Nutrition</td>
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<td>PSYC</td>
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<td>NURS</td>
<td>Nursing Care for Persons with Chronic Conditions – Practicum</td>
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<td></td>
<td>NURS</td>
<td>Family Centered Nursing of Children</td>
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<td></td>
<td>PHIL</td>
<td>Theory of Ethics</td>
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<td></td>
<td>THEO</td>
<td>UCCS T (Theology)</td>
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<tr>
<td><strong>Senior</strong></td>
<td>NURS</td>
<td>Nursing Concepts and Interventions for the Care of Adults – Older Adults II</td>
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<tr>
<td></td>
<td>NURS</td>
<td>Nursing Care for Persons with Acute Conditions – Practicum</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NURS</td>
<td>Quality and Safety in Nursing</td>
<td>3</td>
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<tr>
<td></td>
<td>MATH</td>
<td>UCCS MR</td>
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<td><strong>Total Credits 16</strong></td>
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<tr>
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<td><strong>Total Credits 128</strong></td>
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</tr>
</tbody>
</table>

*Indicates University Core of Common Studies requirement

# Indicates courses offered both semesters

**Cohort Classes:**

**Junior Year** –
- Maternity Theory, Community Theory and the Family & Community Nursing Practicum are taken together
- Adult - Older Adult Theory, Pediatric Theory, and Care of Persons with Chronic Illness Practicum are taken together

**NOTE:** Failure to take a BISC, HEAL, or NURS course during the semester it is assigned can jeopardize your graduation date. Any changes to these courses must be approved by the Academic Advising Coordinator.
PROGRESSION POLICIES FOR UNDERGRADUATE STUDENTS OF NURSING

General Requirements for Progression Into and Through the Clinical Portion of the Nursing Major

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

A. A minimum grade of C in all required NURS and HEAL courses. Grades of CD, D, and F are not acceptable.

B. A minimum grade of C in the following courses:
   - BISC 1015 - Principles of Human Anatomy and Physiology
   - BISC 1060 - Chemistry for Health Professions
   - BISC 2070 - Biochemistry
   - PHIL 2310 - Theory of Ethics
   - PSYC 1001 - General Psychology
   - PSYC 2101 - Introduction to Life-Span Developmental Psychology

C. A minimum grade of D is required for all other required courses not listed above.

D. Students must maintain a term and cumulative GPA of 2.5 or higher; freshmen completing their first semester must earn a term GPA of at least 2.0.

E. Any incomplete grade which is not removed by the required time (see academic calendar) will be viewed as an F.

F. A student who earns less than the required grades or withdraws for academic reasons in one required course (as defined above in A and B) will receive a warning letter from the College.

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

H. No required cognate or required nursing course may be repeated more than one time.

I. Students can only repeat a maximum of two different required or cognate nursing courses. This includes repeating a course for any grade less than a C and/or withdrawing for academic reasons.

J. Permission to repeat a required nursing course must be formally requested from the Associate Dean for Undergraduate Programs by the student, before beginning the repeated course.

K. Pre-licensure students can only withdraw from a required or cognate course for academic reasons one time. This option can only be applied to a maximum of two courses. Withdrawing from two courses will result in a CAA (see item G).

L. All students are required by the Undergraduate Program and Curriculum Committee to complete external, standardized, comprehensive nursing examinations and a review course as a condition of graduation. (fee required)

M. Students must meet health requirements as specified in the Clinical/Health Requirements and Criminal Background Checks section found in this handbook. (fee required)

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

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

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

Note: A student may fail a practicum at any time during the semester for either a pattern of unsafe and/or unethical nursing behavior or a particularly serious incident of unsafe and/or unethical nursing behavior. At the faculty’s discretion a learning plan may be put in place based upon the student’s performance. Once a student is informed that s/he is failing a clinical course, withdrawal from that course is no longer an option.
PROGRESSION INTO NURS 2001

The following required courses or their equivalents must be completed prior to entering NURS 2001: BISC 1060 Chemistry for the Health Professions, BISC 2070 Biochemistry, BISC 1015 Principles of Anatomy and Physiology, PSYC 1001 General Psychology, NURS 1001 Nursing and Health in the Jesuit Tradition, and NURS 1002 Dimensions of the Nursing Profession in the Jesuit Tradition.

PROGRESSION INTO NURS 2002

The following required courses or their equivalents must be completed prior to entering NURS 2002: NURS 2001 Foundation I: Health Assessment and Fundamentals, NURS 2100 Pathophysiology I, and HEAL 2045 Normal and Therapeutic Nutrition. NURS 2200, 2500, 2110 may be taken concurrently.

PROGRESSION INTO NURS 3600 THROUGH NURS 3984

The following required courses or their equivalents must be completed prior to entering courses NURS 3600 through NURS 3984: HEAL 1025 Culture and Health, NURS 2002 Foundations II: Health Assessment and Fundamentals, NURS 2110 Pharmacology, NURS 2200 Pathophysiology II, NURS 2500 Concepts and Interventions for the Promotion of Mental Health, PSYC 2101 Intro to Life-Span Developmental Psychology.

PROGRESSION INTO NURS 4300 OR HIGHER NURSING COURSES

The following required cognate and nursing courses or their equivalents must be completed prior to entering NURS 4000 or higher nursing courses: NURS 3201 Evidence Based Practice and Nursing Research, NURS 3800 Maternity Nursing and Women’s Health, NURS 3964 Family and Community Centered Nursing - Practicum, NURS 3600 Community and Population Health Nursing, NURS 3700 Nursing Concepts and Interventions for the Care of Adults/Older Adults I, NURS 3984 Nursing Care for Persons with Chronic Conditions - Practicum, and NURS 3900 Family Centered Nursing of Children.

All other required cognates and nursing courses or their equivalents must be completed prior to graduation. These include: ENGL 1001 Rhetoric and Composition 1, ENGL 1002 Rhetoric and Composition 2, PHIL 1001 Philosophy of Human Nature, HIST (UCCS), LPA (UCCS), MATH (UCCS), THEO 1001 Intro to Theology, PHIL 2310 Theory of Ethics, General Elective, Nursing or Health Elective, NURS 4000 Quality and Safety in Nursing, NURS 4700 Nursing Concepts and Interventions for the Care of Adults/Older Adults II, NURS 4800 Leadership in Professional Nursing Practice, NURS 4964 Nursing Care for Persons with Acute Conditions - Practicum, NURS 4984 Transition into Professional Nursing Practice - Practicum, and HEAL 4901 Palliative Care.

Required Cognate Courses: BISC 1015, BISC 1060, BISC 2070, ENGL 1001, ENGL 1002, PHIL 1001, PHIL 2310, PSYC 1001, PSYC 2101, THEO 1001.

Required Nursing Courses: HEAL 1025, HEAL 2045, HEAL 4901, NURS 1001, NURS 1002, NURS 2001, NURS 2002, NURS 2100, NURS 2110, NURS 2200, NURS 2500, NURS 3201, NURS 3600, NURS 3700, NURS 3800, NURS 3964, NURS 3984, NURS 4000, NURS 4700, NURS 4800, NURS 4964, NURS 4984.

The undergraduate grading scale for Nursing is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
</tr>
<tr>
<td>AB</td>
<td>90-93.99</td>
</tr>
<tr>
<td>B</td>
<td>86-89.99</td>
</tr>
<tr>
<td>BC</td>
<td>82-85.99</td>
</tr>
<tr>
<td>C</td>
<td>78-81.99</td>
</tr>
<tr>
<td>CD</td>
<td>74-77.99</td>
</tr>
<tr>
<td>D</td>
<td>70-74.99</td>
</tr>
<tr>
<td>F</td>
<td>&lt;70</td>
</tr>
</tbody>
</table>
## PREREQUISITE GUIDE FOR BACCALAUREATE STUDENTS

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CR</th>
<th>PREREQUISITES</th>
</tr>
</thead>
<tbody>
<tr>
<td>N 1001 Nursing &amp; Health in the Jesuit Tradition</td>
<td>3</td>
<td>Nursing Major</td>
</tr>
<tr>
<td>N 1002 Dimensions of the Nursing Profession in the Jesuit Tradition</td>
<td>3</td>
<td>NURS 1001</td>
</tr>
<tr>
<td>HEAL 1025 Culture &amp; Health</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>HEAL 2045 Normal &amp; Therapeutic Nutrition</td>
<td>3</td>
<td>BISC 1015, 1060, and 2070; and not open for credit to students who have completed BISC 2110, NURS major</td>
</tr>
<tr>
<td>HEAL 4901 Palliative Care</td>
<td>3</td>
<td>NURS 3201, NURS 3600, NURS 3700, NURS 3800, NURS 3900, NURS 3964, and NURS 3984</td>
</tr>
<tr>
<td>N 2001 Foundations I: Health Assessment &amp; Fundamentals</td>
<td>3</td>
<td>NURS major, BISC 1015, 2070, PSYC 1001, Prerequisite or Concurrent: HEAL 2045, NURS 2100,</td>
</tr>
<tr>
<td>N 2002 Foundations II: Health Assessment &amp; Fundamentals (Includes Practicum)</td>
<td>4</td>
<td>NURS 2001, NURS 2100, HEAL 2045 Prerequisite or concurrent: NURS 2200, 2500, 2110</td>
</tr>
<tr>
<td>N 2100 Pathophysiology I</td>
<td>3</td>
<td>NURS major, BISC 2070, 1015</td>
</tr>
<tr>
<td>N 2200 Pathophysiology II</td>
<td>3</td>
<td>HEAL 2045, NURS 2001, NURS 2100</td>
</tr>
<tr>
<td>N 2500 Concepts &amp; Interventions for the Promotion of Mental Health</td>
<td>3</td>
<td>NURS 2001, NURS 2100, Prerequisite or concurrent: PSYC 2101</td>
</tr>
<tr>
<td>N 2110 Pharmacology</td>
<td>3</td>
<td>NURS 2001, 2100 Prerequisite or Concurrent: NURS 2002, NURS2200</td>
</tr>
<tr>
<td>N 3201 Evidence Based Practice and Nursing Research</td>
<td>3</td>
<td>NURS 2002, 2110, 2200, 2500, HEAL 1025, PSYC 2101</td>
</tr>
<tr>
<td>N 3600 Community &amp; Population Health Nursing</td>
<td>3</td>
<td>NURS 2002, NURS 2110, 2200, 2500, HEAL 1025, PSYC 2101; must be taken concurrently with NURS 3800 and NURS 3964</td>
</tr>
<tr>
<td>N 3700 Nursing Concepts &amp; Interventions for the Care of Adults- Older Adults I</td>
<td>3</td>
<td>NURS 2002, NURS 2110, 2200, 2500, HEAL 1025, PSYC 2101; must be taken concurrently with N 3900 and N 3984</td>
</tr>
<tr>
<td>N 3800 Maternity Nursing and Women’s Health</td>
<td>3</td>
<td>NURS 2002, NURS 2110, NURS 2200, NURS 2500, HEAL 1025, PSYC 2101; must be taken concurrently with NURS 3600 and NURS 3964</td>
</tr>
<tr>
<td>N 3900 Family Centered Nursing of Children</td>
<td>3</td>
<td>NURS 2002, NURS 2110, NURS 2200, NURS 2500, HEAL 1025, PSYC 2101; must be taken concurrently with NURS 3700 and NURS 3984</td>
</tr>
<tr>
<td>N 3964 Family and Community Centered Nursing- Practicum</td>
<td>4</td>
<td>must be taken concurrently with NURS 3600 and NURS 3800</td>
</tr>
<tr>
<td>N 3984 Nursing Care for Persons with Chronic Conditions-Practicum</td>
<td>4</td>
<td>must be taken concurrently with NURS 3700 and NURS 3900</td>
</tr>
<tr>
<td>N 4000 Quality and Safety in Nursing</td>
<td>3</td>
<td>NURS 3201, NURS 3700, NURS 3600, NURS 3800, NURS 3900, NURS 3964, and NURS 3984</td>
</tr>
<tr>
<td>N 4700 Nursing Concepts &amp; Interventions for the Care of Adults- Older Adults II</td>
<td>3</td>
<td>NURS 3201, NURS 3600, NURS 3700, NURS 3800, NURS 3900, NURS 3964, and NURS 3984; must be taken concurrently with NURS4700, NURS 4964</td>
</tr>
<tr>
<td>N 4800 Leadership in Professional Nursing Practice</td>
<td>3</td>
<td>NURS 4700, NURS 4964; must be taken concurrently with NURS 4984</td>
</tr>
<tr>
<td>N 4964 Nursing Care for Persons with Acute Conditions-Practicum</td>
<td>4</td>
<td>must be taken concurrently with NURS 4700</td>
</tr>
<tr>
<td>N 4984 Transition into Professional Nursing Practice-Practicum</td>
<td>5</td>
<td>must be taken concurrently with NURS 4800</td>
</tr>
</tbody>
</table>
ATTENDANCE POLICY

Attendance is mandatory in all scheduled classes and practica. Absences place students in academic jeopardy. If absent, progress and continuation in the course may be at risk. Students who anticipate missing one or more class periods should contact the instructor ahead of time, just as they should contact their instructor as soon as possible after an absence. Students are responsible for monitoring their absences during the term.

Theory Courses
An instructor or college office may withdraw a student from a nursing theory (non-clinical) course due to excessive absences and assign a grade of WA (Withdrawn-Excessive Absences) if the following maximums are exceeded:

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

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

Laboratory/Clinical Courses
An instructor or college office may withdraw a student from a nursing laboratory or clinical course due to excessive absences and assign a grade of WA (Withdrawn-Excessive Absences). Generally any absence in an undergraduate lab or clinical course is considered excessive.

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

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

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

For additional information, refer to the University Attendance Policy:
http://bulletin.marquette.edu/undergrad/academicregulations/#attendance
## Clinical/Health Requirements and Criminal Background Checks

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

### The following items are required PRIOR TO STARTING THE NURSING PROGRAM:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Background Check</strong></td>
<td>Required by the Wisconsin Caregiver Background Check Law. The Office of the General Counsel and the Wisconsin State Board of Nursing will be contacted in all instances of criminal offenses identified to determine if a student is eligible to remain in the program. After the initial Background Check, each year thereafter, students are responsible to self-report or indicate there has been no change since the previous year. <strong>THE PHYSICAL MUST BE WITHIN THREE MONTHS PRIOR TO ENTRY INTO THE PROGRAM.</strong> A physician, nurse practitioner, or a physician assistant must provide signed documentation of the health history and physical exam. In addition, the provider must attest that the student is in satisfactory health to participate in Marquette University’s College of Nursing Program, including engaging in clinical practice. Any ADA/restrictions must be listed. Please see link for the healthcare practitioner statement, which must be uploaded to <a href="http://www.castlebranch.com">www.castlebranch.com</a>.</td>
</tr>
<tr>
<td><strong>Tetanus-Diphtheria Booster</strong></td>
<td>Within the past 10 years</td>
</tr>
<tr>
<td><strong>Chickenpox Varicella Vaccine OR Positive Blood Titer</strong></td>
<td>Provide documentation of Varicella disease or proof of immunity by titer OR 2 doses of Varicella vaccine, at least 4 weeks apart.</td>
</tr>
<tr>
<td><strong>2 MMR (measles, mumps, rubella) Vaccines OR 2 Measles, 1 Mumps, 1 Rubella Vaccine</strong></td>
<td>Dose 1 on or after the first birthday; Dose 2 must be at least one month after the 1st dose. If immunization date is not available, a laboratory report of a blood test (titer) showing immunity to Rubella, Mumps and Rubella will be accepted. Vaccine/Titer not required for those born prior to 1957.</td>
</tr>
<tr>
<td><strong>Hepatitis B Virus (HBV/HBSAB Series) OR Titer</strong></td>
<td>Medical documentation of three dose series of titer and/or declination form signed by student is required (may be started upon admission into Nursing program). See castlebranch.com for declination form.</td>
</tr>
<tr>
<td><strong>Seasonal Influenza Vaccine</strong></td>
<td>Provide documentation of annual immunization. If needed, a medical exemption document must be signed by primary care provider; religious exemption document must be signed by clergy. If valid exemption documentation is on file, student must sign annual declination form as self-report, due by November 1st every year.</td>
</tr>
<tr>
<td><strong>TB Skin Test</strong></td>
<td>Documentation must include the dates and results of the test. Students without a prior skin test must complete a two-step skin test. If test results are positive, provide the date of your chest x-ray and results and complete annual report of health/symptom survey. If positive for active TB disease, participation in active treatment plan must be reviewed annually. Students are not eligible to participate in clinical practicum until such time as medical provider determines that they are not communicable. It is the students’ responsibility to turn in documentation of this test to castlebranch.com on a yearly basis. Quantiferon TB test is acceptable in lieu of annual TB skin test.</td>
</tr>
</tbody>
</table>

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

24
### Items required PRIOR TO STARTING CLINICALS (due November 1\(^{st}\), sophomore year):

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CPR Certification</strong></td>
<td>Provide a copy of your card. CPR certification must be maintained throughout the program. Only American Heart Association Health Care provider BLS certification, which includes AED, will be accepted, and it must be renewed every 2 years. Certification at Marquette University is available. NOTE: Pre-licensure students must complete the BLS certification prior to spring, sophomore year by November 1st.</td>
</tr>
<tr>
<td><strong>TB Skin Test</strong></td>
<td>Documentation must include the dates and results of the test. Students without a prior skin test must complete a two-step skin test. If test results are positive, provide the date of your chest x-ray and results and complete annual report of health/symptom survey. If positive for active TB disease, participation in active treatment plan must be reviewed annually. Students are not eligible to participate in clinical practicum until such time as medical provider determines that they are not communicable. It is the students’ responsibility to turn in documentation of this test to castlebranch.com on a yearly basis. Quantiferon TB test is acceptable in lieu of annual TB skin test.</td>
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<tr>
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<td>Provide documentation of annual immunization. If needed, a medical exemption document must be signed by primary care provider; religious exemption document must be signed by clergy. If valid exemption documentation is on file, student must sign annual declination form as self-report, due by November 1(^{st}) every year.</td>
</tr>
<tr>
<td><strong>Ten Panel Urine Drug Screen</strong></td>
<td>Must be completed the semester prior to entering clinicals – by November 1(^{st}) of sophomore year. All nursing students will undergo a Ten Panel Urine Drug Screen prior to clinical start; a negative result will require no further screens unless indications of impairment are present, in which case additional screens may be requested. If there is a break in a student’s enrollment, the urine drug screen will need to be repeated. If a student has a current positive drug screen result, they will not be able to participate in a clinical placement. We can only accept test results from approved facilities. Please follow the instructions provided by castlebranch.com.</td>
</tr>
<tr>
<td><strong>Student Health Update Statement</strong></td>
<td>Download the Student Health Update Statement to either a) verify that your health status has not changed since your last physical OR b) notify the school that your health status has changed and submit a new Healthcare Practitioner Statement (included in the form). Upload the completed form to castlebranch.com.</td>
</tr>
<tr>
<td><strong>Criminal Background Update Statement</strong></td>
<td>Download the Criminal Background Update Statement to either verify that your criminal record has not changed since your last background check or explain any changes to your criminal record. Upload the completed form to castlebranch.com.</td>
</tr>
</tbody>
</table>

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

**Items that need to be RENEWED:**

- Seasonal Influenza Vaccine – due November 1\(^{st}\) annually
- TB Skin Test – due November 1\(^{st}\) annually
- CPR Certification – updated every two years per expiration date starting sophomore year
- Student Health Update Statement – due August 1\(^{st}\) annually starting sophomore year
- Criminal Background Update Statement – due August 1\(^{st}\) annually starting sophomore year

The preceding documentation is required by the College of Nursing and is to be submitted to castlebranch.com. Any health information required by the University must be submitted separately to MU Student Health Services.

Note: If a student becomes injured at any time before or during a clinical semester, they must notify the Undergraduate Program Office and their clinical instructor immediately. Each student will be assessed individually to determine if they can continue in the required Nursing courses for that semester. Some conditions that may prevent a student from participating in Nursing courses include but are not limited to head injuries that prevent students from thinking clearly; shoulder, arm, and/or hand injuries that prevent full use of those extremities and washing of hands; and leg injuries that prevent walking without an assistive device or being full weight bearing.
GUIDELINES FOR INDEPENDENT STUDY
NURS 4995 AND NURS 2964

Registration for a NURS 4995 or NURS 2964 course is not an expectation for all students. It represents an option available for individualized independent study in nursing as part of the elective credits.

A.  NURS 4995 COURSES

1. Courses numbered 4995 (Independent Study) may be taken twice. For this reason, a student needs a descriptive title which has the approval of the course instructor and Associate Dean for Undergraduate Programs each time he/she registers for this course.

2. It is not possible to register for 4995 courses via Checkmarq. The completed approval form must be taken by the student to the Office of the Registrar prior to the close of registration.

3. The 4995 course number can never be used to create a course which is offered to a number of students at the same time under usual classroom conditions, nor can it be used to substitute for courses already being offered by the College. The 4995 course is intended to be a tutorial experience in which a subject of interest to the student can be explored in depth.

4. While there is considerable freedom in designing and implementing 4995 courses, the following general guidelines may be helpful:
   a. When advising students regarding 4995 courses, the role of the advisor is to help the student identify a general topic and suggest faculty members with appropriate expertise.
   b. The student then approaches the selected faculty member with a proposal for the study topic.
   c. Before registration, the student and faculty member mutually determine the specific topic, credit allocations, objectives, methodology, and means of evaluation.
   d. The NURS 4995 form, with details specified in 4c, is submitted for approval to the Associate Dean for Undergraduate Programs.
   e. Credit allocation and faculty involvement are determined by the nature of the topic, the objectives, and the methodology.
   f. Independent study courses are to be completed by Friday of final exam week.

B.  NURS 2964 COURSES

1. NURS 2964 Individual Study and Practice provides for individual study with a client or a selected group of clients. Arrangements for guidance of a faculty preceptor must be made prior to registration. NURS 2964 may be taken twice. NURS 2964 courses may only be taken at facilities where the MUCN has an established contract.

2. After consultation with the faculty member, the student completes the NURS 2964 form found in the student form rack, second floor MUCN, and attaches:
   a. Objectives to be accomplished
   b. Learning experiences-student activities and requirements
   c. Method of evaluation
   d. Timetable including frequencies of faculty meetings and due dates for requirements.

The completed form is reviewed by the student and faculty mentor prior to signing and forwarding to the Associate Dean for Undergraduate Programs for course approval.
UNIVERSITY SUPPORT SERVICES

STUDENT EDUCATIONAL SERVICES
The Office of Student Educational Services provides a range of academic support services to students. These services include tutoring, study skills, and time management, and accommodations and assistance for students with disabilities. Specific review sessions for Chemistry, Anatomy & Physiology and Pharmacology are coordinated by this office. Students should make a formal request if tutoring is desired. If sufficient numbers of requests are made (at least three), the office will make every effort to supply a tutor.

Located in Coughlin 125, the Office of Student Educational Services invites students to drop in or phone the office at (414) 288-4252 with their requests or questions.

COUNSELING CENTER
A staff of professional psychologists and counselors provides individual and group assistance to students with educational, vocational, personal or psychological adjustment problems. The staff is committed to providing a warm and friendly atmosphere for students. Counseling services are confidential and free for full-time students. Part-time students are seen for one free session and then referred to a professional counselor in the Milwaukee community. Career counseling is provided through individual appointments and career exploration groups. Additional career information is available through the Career Information Library. A variety of ability and interest tests are available to students.

The Counseling Center administers several national-testing programs for candidates of graduate and professional schools. Registration information for the MAT, GRE, GMAT, LSAT and MCAT can be obtained by calling (414) 288-7172.

The Counseling Center is in Holthusen Hall, second floor, Room 204, and is open from 8 a.m. to 4:30 p.m., Monday through Friday. For more information, call (414) 288-7172.

DISABILITIES SERVICES
Marquette University strives to integrate qualified students with disabilities as fully as possible into all aspects of University life. In its efforts to ensure that students with disabilities have the opportunity to participate in all University programs and activities, the Office of Disability Services will:

- assist students in meeting individual needs and interests on campus in order that their potential can be developed as fully as possible, and
- provide awareness of the needs of students with disabilities to the campus community to foster their inclusion in the diverse campus student population.

A policies and procedures manual containing more detailed information about accessibility for all students with disabilities at Marquette is available from the Coordinator of Disability Services, 5th floor of the 707 building, 414-288-1645 (Voice/TDD), ods@marquette.edu. If any student enrolled in the College of Nursing has special needs, please contact Heidi Vering, 414-288-1645. Instructors cannot legally accommodate individual student requests without proper documentation from the Office of Disability Services.

CAREER SERVICES
The Career Services Center is located on the Ground Floor of Holthusen Hall, 288-7423, career.services@marquette.edu. A complete description of the services offered by the Career Services Office is located in the Undergraduate Bulletin.
STUDENT UNIFORM & EQUIPMENT REQUIREMENTS

Undergraduate pre-licensure students order their uniform during the fall semester of their freshman year. Uniforms must be worn during all clinical lab and practica courses unless otherwise instructed by the course faculty (i.e., uniform requirements may vary in some practicum courses). They are not, however, to be worn outside of clinical rotations (e.g. at other jobs). Please keep in mind that you are representing MUCN when you are in uniform.

Uniform Description:

Women: white or navy blue pants or white skirt; and a designated vendor white or navy shirt with MUCN emblem patch.

Men: white or navy blue pants, and a designated vendor white or navy shirt with MUCN emblem patch.

All students: white lab jacket, white leather or white athletic shoes with white socks; navy socks may be worn with navy pants; neutral color nylon hose with skirt. A Marquette emblem is to be sewn on left shirtsleeve (all shirts) and lab jacket one to one and one-half inches below shoulder seam; name bar and picture ID required.*

Optional: white or navy blue cardigan sweater with white lettering (i.e. Marquette University College of Nursing).

Items can be purchased from: The Uniform Place
811 North 68th Street
Wauwatosa, WI 53213
Phone: 414-258-7888
www.theuniformplace.com/

* Provided by MU Card Services. Replacement cards may be purchased from Union Station in the AMU for a fee.

Equipment Policy: All students are expected to have the following equipment: pen-light, single tube stethoscope, 18-20 inches long with a bell & diaphragm, and a watch with a second hand.

Equipment items may be purchased from any medical supply company. Be sure to find out if the company will repair equipment, if necessary.
OTHER REQUIREMENTS

COMPUTER COMPETENCIES

Health agencies have been employing increasingly sophisticated computer systems. It is imperative that nursing students be prepared to use computers in their practice. In the nursing major, you will find computer concepts and skills integrated in your courses. You will be expected to have some experience with a word processing program to aid in completing written work. Computers are available to students at multiple sites on campus including the AMU, Raynor Memorial Libraries, and Cudahy Hall. Computer competency is required.

College of Nursing laptop computer program
The College of Nursing curriculum reflects nursing education in the 21st century. This means using the latest computer technologies in teaching and learning so students are prepared for a future increasingly defined by digital technology and team-based workspaces. As a result, all nursing students are required to have a laptop computer by the beginning of their freshman year. Laptops are required. Ipads will not be supported by the online testing database. Laptop computer system requirements: Functioning Windows Internet Explorer and Windows Operating System.

Please note that the University does not provide troubleshooting services for Macs. For more information, please visit http://www.marquette.edu/its/home/.

COSTS

Nursing is a professional discipline, and students enrolled in the nursing program must anticipate additional costs that are directly related to the nursing program. These include: uniforms (see uniform policy), laboratory equipment and fees, text books, standardized tests (including course and Kaplan predictor exams and exit review course), criminal background check, CPR, health requirements, transportation, and any other equipment as necessary.

EXIT EXAMINATIONS & REVIEW COURSE

All seniors are required to successfully complete two Kaplan test prep examinations, two NCLEX predictor examinations, and a review course prior to graduation. These exams provide a profile of strengths and weaknesses relative to comprehensive knowledge of nursing for each student. These exams are necessary steps in further planning for preparing for the National Council Licensure Exam (NCLEX) also referred to as State Boards. In addition, each student is required to take an exit survey related to the nursing education experience.

NCLEX LICENSING EXAMINATION INFORMATION SESSIONS

In the spring of their senior year, nursing students receive information on the NCLEX licensing examination in NURS 4984. After graduation, all nurses need to pass the NCLEX exam in order to be licensed as professional nurses and to practice professional nursing. Attendance at these meetings is required so that students are informed of the proper procedures necessary to prepare for and register for licensing examinations. Any questions regarding the NCLEX exam can be directed to the office of the Associate Dean for Undergraduate Programs, 288-3809.

TIME COMMITMENT

The nursing curriculum is challenging, labor intensive, and requires commitment and more time than most other courses of study. There are multiple courses each semester, including clinical courses which require a minimum of 3 hours of direct clinical experience per credit hour. This does not include time required for travel, or preparation/study prior to and after the clinical day. Clinical hours may be scheduled days, evenings, nights, and weekends. Course requirements may include testing during non-scheduled class hours.

TRAVEL

Students in nursing are responsible for arranging their own transportation to and from hospitals and other agencies which provide clinical experience for the program.
GUIDELINES FOR PROFESSIONAL APPEARANCE
OF MARQUETTE UNIVERSITY NURSING STUDENTS

First interactions leave lasting impressions. Nursing is one of the most respected professions in the United States (Gallup Poll-2011). The purpose of wearing a uniform is for students to identify themselves as professional student health care providers to clients, other health care workers, and the public. While individual preferences exist, the personal appearance of students may have a significant impact on the safety and comfort of patients, clients, families, and other staff. For this reason, appropriate attire in all areas is the standard, taking into account all aspects of patient/client/ student safety and infection control practices. Note- students in practice settings that do not require uniforms are to project a professional and socially accepted image of a nurse. Ethnicity, national origin, and cultural traditions will be considered and reviewed when patient, client, or student safety is not at risk.

1. College of Nursing uniforms and guidelines must be followed at all times. Clean and intact clothes are required. Length must be reasonable and size sufficient to allow for movement, comfort, and professional appearance. Proper undergarments are to be worn and not exposed or visible through clothing. Pants must be at appropriate waist level.

2. ID badges issued by the healthcare organization and/or College of Nursing MUST be worn in clear view at all times.

3. In settings where the uniform is not required, the student follows the guidelines for appearance of the agency.

4. A student may be asked to leave the clinical site if not wearing the specified uniform with the required identification. Individual healthcare agencies may have more restrictive dress codes that must be followed.

5. Students will wear one of the white or navy blue uniform options purchased from the Uniform Place. All blouses, shirts, jackets, sweaters, and lab coats will be of the required style and have a designated patch with the MUCN logo affixed to the left sleeve just below the shoulder. A white or navy undershirt (long or short sleeve) may be worn underneath the uniform. Students will wear clean white or navy blue pants. Pants must be at appropriate waist level. Jeans, jogging pants, sweat pants, stirrup pants, crop or capri pants, and shorts are not acceptable.

6. Clean white shoes are required. They are to be plain, leather or leather types without stripes or logos. High top tennis shoes, clogs, crocs, and open toe shoes/ sandals are not acceptable.

7. Appropriate socks are white, undecorated, and worn inside the pant leg. Neutral hose instead of socks may be worn with the pants. When navy pants are worn, navy socks are appropriate.

8. Hair must be clean and well-trimmed. Hair must be secured so it does not fall forward over the shoulders or into the face. Extreme hairstyles or colors are not acceptable.

9. Facial hair must be cleaned and well-trimmed.

10. Sunglasses are not to be worn indoors. Eyewear that changes shade while exposed to sunlight is permitted, except where prohibited for safety reasons by department-specific guidelines.

11. Make-up should not be worn in excessive amounts and should be in keeping with the professional image.

12. All facial and tongue piercings are prohibited. Thus, they must be removed during clinical hours.

13. Fingernails should be no longer than the tip of the finger. Polish should be of a neutral color and needs to be removed all together if it is chipped or wearing off. Artificial nails, enhancements or acrylic overlays of any length are prohibited.
14. Acceptable jewelry is limited to wedding rings and small, secure earrings. Necklaces, chains, bracelets, decorative earrings and any other types of jewelry have the potential to injure oneself and clients, and are not acceptable.

15. All tattoos must be covered.

16. Good body hygiene is important during contact with clients. Fragrances, perfumes and after-shave lotions are not to be worn in clinical settings.

** The list above identifies some but not all items or attire that are deemed appropriate. The College of Nursing and the healthcare agencies have the right to determine appropriateness for the professional work environment.
Aademic Policies and Procedures

Policies of Marquette University

Students should refer to the current Undergraduate Bulletin (http://bulletin.marquette.edu/undergrad/) for policies pertaining to:

Conduct
- Academic conduct and professional integrity
  http://www.marquette.edu/provost/integrity-tutorial.php
- Academic Dishonesty (see also next page)
- Professional performance
- Research misconduct
- Student conduct code and procedures

Family educational rights and Privacy Act

Graduation
- Application
- Ceremony
- Diplomas

Academic course lead

Academic performance

Academic status

Admission

Advising (also see College of Nursing Guidelines)

Appeals (also see College of Nursing Procedures)

Assistantships, fellowships, scholarships

Continuous Enrollment

Deadlines

Enrollment changes

Grading system

Graduate credit

Independent study

Leave of absence

Readmission

Time limitations

Transfer of credits

Summer studies

Approval of Courses Taken Elsewhere

Except under special circumstances, students are not allowed to take courses at another institution during a semester they are enrolled at Marquette University. In such circumstances, the approval of the associate dean for undergraduate programs must be obtained before the course begins.

Currently enrolled undergraduate students who wish to take courses at another US institution for transfer to Marquette may review established equivalencies at Transfer Central-US Institutions. This review is unofficial. To obtain an official approval, students must submit an External Transfer Course Request: Undergraduate form before enrolling in the external course. The approval form must be submitted as directed. If prior approval is not obtained, there is no guarantee that credits earned will be accepted by Marquette University. Students must earn a grade of at least C in order for the course to be transferable. Only credit will transfer, not grades. Transcripts with the school seal must be sent directly from the school in which the course(s) are taken to the Office of the Registrar after successfully completing the course. Normally, such transcripts should be received before the student enrolls for the next semester at Marquette. If a student takes approved course work at another institution at any time during their Marquette career, particularly in their final semester at Marquette, the final transcripts must be received by Marquette by the “last day to receive official transcripts”, as listed on the academic calendar in order to graduate.

32
If a student fails to earn a grade of C or better in a required course at Marquette University, they will still receive credit for the course as long as the grade is at least a D or above; however, the student must repeat the course to continue in the Nursing major. If a student takes the course at an outside institution (not permitted for any NURS or HEAL course), the official transcript must be sent to Marquette after the course is taken. The course will fulfill any applicable content requirements if the student earns a C or above, but the credits will not appear on the student’s Marquette transcript, nor will the grade be factored into their GPA.

**Repeating a Course**

The *Undergraduate Bulletin* states:

Undergraduate students who repeat a course, may do so 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 identical to the original course in subject, catalog number, title, subtitle and credits.
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 has not been used toward the degree requirements of a Marquette degree that is already posted to the student's record.
6. Courses in which a grade of AU, AUA, ADW, NC, W, WA, UW, U, UNC, UY or F has been earned may be repeated until a passing grade is assigned; and once the passing grade has been 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, in order to earn credit for a course, or considered satisfactory work. That is D or above, CR, S, SNC or SY are passing grades at Marquette (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/clinicals/field work experience, seminar/reading, studio/workshops, study abroad and variable title courses (e.g., topics).

Credit hours earned in a repeated course are only awarded once; however, all previous courses and grades remain on the student’s 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. If a student receives an AU, AUA, ADW, W, WA or UW in the repeated course, the earlier grade will remain in the cumulative GPA. If a student repeats a course that was transferred to Marquette, only the Marquette course_grade will be reflected in the total credits earned and the cumulative GPA.

At the time of registration, the repeat process in CheckMarq will allow the repeat of a course only once, unless the course is an unlimited repeat course (see #8 above). If a student needs to repeat a course, and that repeat is allowed under the policy, he/she must petition the Office if the Registrar via the Request to Repeat a Course form located on the Marquette Central academic forms website. This petition will be granted only if the request is in adherence to all the repeat criteria listed above.

**Course Withdrawal Procedures**

A student who wishes to withdraw from one or more classes, but still attend at least one other class during the term, must officially withdraw using the Undergraduate Single Course Withdrawal Form located on the Marquette Central academic forms website. The form must be signed by the student’s advisor and submitted to the Undergraduate Program Office, Room 251 of the College of Nursing.

Students are responsible for consulting the *Undergraduate Bulletin* to learn the last date to withdraw each semester. Failure to follow the outlined procedures and timelines and to officially withdraw from classes will not relieve the student of responsibility to pay for any tuition/fees owed for such classes.

Pre-licensure students can only withdraw from a required or cognate course for academic reasons one time.
NOTE: A student who withdraws from a theory course that has a corresponding clinical course must also withdraw from that clinical course.

GRADE APPEALS

College of Nursing Undergraduate Program Policy

Undergraduate students may appeal any final course grade that the student believes to be in significant violation of clearly established written policies, a result of improper procedures or discriminatory. Before initiating a formal grade appeal, the student must consult with the instructor assigning the grade and present evidence why the student believes the grade to be in error. If this does not lead to resolution, the student may initiate, in writing, a formal grade appeal. To be considered, the Undergraduate Grade Appeal Form must be submitted no later than ten calendar days after official grades are posted in CheckMarq. However, it may be in the student’s best interest to appeal sooner than this deadline if his/her academic progress is dependent on the outcome of the appeal. In addition, the student must consult with the college or school offering the course for which the grade is being appealed to determine if other requirements for the written appeal are in force.

The written appeal must be submitted to the associate dean. The written appeal must provide the reason(s) the student believes the recorded grade is incorrect. The student may present evidence of his/her performance and may also request that all other pertinent materials be supplied by the instructor. The associate dean will collect and analyze the evidence in a timely manner. Evidence will be gathered through consultations with the instructor, the student and any witnesses. These consultations may be in person, by phone or by electronic means. Hard copies of relevant documents may also be requested. The associate dean will evaluate the appeal or choose to designate an ad hoc committee for this purpose. The associate dean or ad hoc committee will 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 will stand, or a grade change is warranted. The decision will be communicated in writing via email (as the official method of communication) within thirty days to the student and the instructor with copies of the formal response placed in the student’s file and forwarded to the dean and any indicated grade changes filed with the registrar.

The student has the right to appeal the decision of the associate dean or ad hoc committee to the dean. This appeal must be submitted in writing no later than three calendar days from the date of the formal response. The dean will review the procedural evidence, which now includes all the evidence previously gathered the student’s appeal letters and the formal response from the associate dean or ad hoc committee and will render the final decision on the grade appeal. The decision will be communicated in writing via email within thirty days to the student and the instructor with copies of the formal response placed in the student’s file and any indicated grade changes filed with the registrar.
Prior to initiating this formal grade appeal: It is understood that the student will have consulted with the instructor assigning the grade, presenting the student’s rationale and evidence for a grade change. If this does not lead to resolution, the student may initiate a formal grade appeal by submitting the form below.

Timing, according to the grade appeal policy: The appeal is to be submitted no later than ten calendar days after official grades are posted in CheckMarq. However, it is in the student’s best interest to appeal as soon as possible after learning of the grade that will be appealed, since academic progress may be dependent on the outcome of the appeal.

Name of Student: ___________________________ Name of Advisor: ___________________________

Phone numbers for ready accessibility: Cell Phone # ___________________________

E-mail: ___________________________

Level in Program (check one): □ Freshman □ Sophomore □ Junior □ Senior

Student ID# ___________________________ Current cumulative GPA: ___________________________

I am appealing a final course grade ___________________________ (enter grade) that I received in ___________________________ (enter course number) from ___________________________ (enter faculty name).

Reason(s) for my grade appeal indicated by checking the appropriate box(es) below:

□ a significant violation of clearly established written policies (specify exact source, e.g., syllabus, student handbook, etc.)

□ a result of improper procedures (specify exactly)

□ discriminatory (specify exactly)

My rationale for this appeal is as follows:

______________________________________________________________________________

______________________________________________________________________________

On ___________ (date), I consulted with the instructor who assigned the grade about the above. I presented the following evidence about why I believe the grade is in error:

______________________________________________________________________________

______________________________________________________________________________

□ I have decided to request a formal grade appeal.

Student’s signature: ___________________________ Date ___________________________

Continue to complete if student decides to submit additional materials as indicated below:

□ I choose to submit additional evidence of my performance, noted here or attached.

______________________________________________________________________________

□ I have requested the following pertinent materials be submitted from ___________________________ (instructor):

______________________________________________________________________________
For Office Use Only [Students do not write below this line]

Associate Dean’s receipt of the above appeal /evidence on ___________ (date):

-Within 30 days from receipt of above, student & faculty will be informed of decision-

Associate Dean’s review of additional evidence sought (as checked & then explained below):

- Consultation with the instructor on _______________ (date)
  - [check method(s)]: ☐ in person ☐ phone ☐ electronically ☐ hard copies
- Consultation with the student on _______________ (date)
  - [check method(s)]: ☐ in person ☐ phone ☐ electronically ☐ hard copies
- Consultation with any witnesses _______________ (date)
  - [check method(s)]: ☐ in person ☐ phone ☐ electronically ☐ hard copies

Specify exact details of information and any other evidence acquired: __________________

Associate Dean’s disposition based on evaluation of appeal [check correct box below]:

- Assigned grade remains
- Course instructor is asked to reconsider grade in light of information gathered & this reconsidered grade will be final
- Grade change to _______________ (enter new grade) is warranted
- Designation of ad hoc committee to review, consisting of the following people:
  - ________________________________
  - ________________________________
  - ________________________________

Associate Dean’s signature: ________________________________ Date ________________

If ad hoc committee is designated to review the appeal, their additional evidence is explained below:

- Consultation with the instructor on _______________ (date)
  - [check method(s)]: ☐ in person ☐ phone ☐ electronically ☐ hard copies
- Consultation with the student on _______________ (date)
  - [check method(s)]: ☐ in person ☐ phone ☐ electronically ☐ hard copies
- Consultation with any witnesses _______________ (date)
  - [check method(s)]: ☐ in person ☐ phone ☐ electronically ☐ hard copies

Specify exact details of information and any other evidence acquired: __________________

If ad hoc committee is designated to review the appeal, their disposition decision is as follows:

- Assigned grade remains
- Course instructor is asked to reconsider grade in light of information gathered & this reconsidered grade will be final
- Grade change to _______________ (enter new grade) is warranted

Ad hoc member’s signature: ________________________________ Date ________________

Ad hoc member’s signature: ________________________________ Date ________________

Ad hoc member’s signature: ________________________________ Date ________________

Written copy of decision sent to: ☐ student ☐ instructor ☐ student’s file ☐ Dean

Any indicated grade change filed with the registrar on _______________ (date)

If further appeal desired, to Dean on _______________ (date, within 3 calendar days of receipt of prior decision)

Dean’s decision upon review of above on _______________ (date, within 30 days of receipt):

Written copy of decision of Dean sent to: ☐ student ☐ instructor ☐ student’s file

Any indicated grade change filed with the registrar on _______________ (date)
ADVISING SERVICES

All students within the College of Nursing are assigned an academic advisor prior to their initial registration in the College. All freshmen and sophomore students will be advised by an academic advisor. Junior and senior students will be transferred to a faculty member. The advisor is one of the student's most valuable resources on this campus. Since advisors, in addition to teaching and other College duties, are responsible for a group of students, the following suggestions are offered to make the advisee/advisor relationship a productive and cordial one. All students are required to see their advisor prior to registering for the subsequent semester of classes.

1. **You should:** Contact your advisor whenever you have questions or problems. Keep in frequent touch with your advisor.
   
   **Your advisor should:** Post regular office hours.

2. **You should:** Make and keep appointments or call if it is necessary to change or cancel an appointment. Be punctual: Your advisor must meet many demands and take care of several advisees, in addition to other academic work.
   
   **Your advisor should:** Keep appointments or call if it is necessary to change or cancel an appointment.

3. **You should:** Come to consultations with specific questions in mind. Tell your advisor clearly and specifically what you need to know.
   
   **Your advisor should:** Provide accurate and specific information.

4. **You should:** Bring necessary materials (pen, paper, schedule of classes, etc.).
   
   **Your advisor should:** Have on hand resource material (University Bulletin, advisor handbook, etc.).

5. **You should:** Ask about tutorial and support services on campus if this is needed.
   
   **Your advisor should:** Refer you to other sources of information or other offices on campus when s/he is unable to help you.

6. **You should:** Be open to advice concerning school work, study habits, academic progress.
   
   **Your advisor should:** Listen to you; try to see matters from your perspective; ask for clarification when s/he does not fully understand your difficulty.

7. **You should:** Construct a schedule of courses that meets core requirements, follows College and University regulations, and avoids time conflicts.
   
   **Your advisor should:** Check your schedule for appropriate selection of courses.

**Note:** In general, it is expected that you call to make an appointment with your advisor. This advance notice allows your advisor to prepare for the conference with you. If it is necessary for you to drop in without an appointment, come during your advisor’s general office hours and allow plenty of time in case you have to wait while your advisor attends to other students.

**UNDERGRADUATE ADVISORS**

All students are assigned an advisor. Students requesting a change in advisor must do so in writing to the Associate Dean for Undergraduate Programs, College of Nursing.
ACADEMIC CENSURE

ACADEMIC DISMISSAL/PROBATION/ACADEMIC ALERT (CAA)

The College of Nursing adheres to the University Academic Censure Policy.

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. All of 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

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 will be maintained permanently on the student’s record; however, will not appear on Marquette’s official transcript. In addition, satisfactory academic progress does not impact or reverse the academic censure notations described above.

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

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

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

The bases for committee review are:

- grade point average (GPA) deficiency
- inadequate progress (includes but is not limited to: earning less than the required grades and/or withdrawing for academic reasons in two required courses).
- grades of CD, D, F, I, W, WA, UW or ADW
• the violation of special conditions

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

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

ACADEMIC DISMISSAL – REQUIRED TO WITHDRAW FOR ACADEMIC REASONS (RWAR)

The Office of the Registrar (OTR) and the Office of Student Financial Aid (OSFA) will monitor cumulative GPAs at the end of each term (fall, spring and summer).

A student who does not meet the GPA requirements listed below will be academically dismissed by the college (coded as RWAR by OTR) and the student's record will also reflect his/her failure to maintain satisfactory academic progress (coded as SAP by OSFA):

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

In addition:

1. Those students who have been granted an official Medical Withdrawal by the University will not be subject to RWAR for the term in which the Medical Withdrawal is approved. They will, however, be subject to SAP for that term.
2. Those students who withdraw from their first term at Marquette will not be subject to RWAR in that term. They will, however, be subject to SAP for that term.
3. Those students who choose the audit (AU) option in all classes will not be subject to RWAR or SAP for that term. However, should these students withdraw and/or receive a grade of AUA in that same term, they will be subject to RWAR and SAP.
4. Those students enrolled in audit-only programs will not be subject to RWAR or SAP. However, should these students withdraw from the audit-only program or classes and/or receive a grade of AUA in that same term, they will be subject to RWAR and SAP for that term.
5. The college office will communicate RWAR and OSFA will communicate SAP via Marquette email. As per the University email policy, it is the student's responsibility to monitor his/her Marquette email at all times.
6. A student coded with RWAR will be dropped from any classes in which he/she is 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) received at the end of the term. This form is used whether the student wishes to appeal to his/her original college or to other colleges.

The Academic Censure/Satisfactory Academic Progress Appeal form is posted on the Marquette Central academic forms website and includes all of the required information the student must submit in order to have his/her appeal reviewed. The college dean or dean's designee has the final decision on all RWAR/SAP appeals.
If the appeal is approved:

1. The student will be 'Reinstated on Probation' and the college will design an academic plan for the student, outlining how the student will regain his/her satisfactory academic and degree progress standing, and the student will become financial aid eligible.

2. The plan must be measurable and ensure that the student is able to meet Marquette's SAP standards by a specific point in time. Plans should include courses to be taken, expected grades and a time frame to complete the outlined objectives.

3. The plan will be monitored and evaluated at the end of each term.

4. Should the student be on a multiple term plan and the student is satisfying that plan at the end of each term, the student will not be subject to RWAR or SAP, regardless of the GPA of the student.

5. Should the student not fulfill all of his/her academic obligations as outlined in the plan, the student will again be coded as RWAR and SAP and subject to all provisions of this policy.

Refer to the Complete Financial Aid Satisfactory Academic Progress Policy on the OSFA website for additional information on SAP.

ACADEMIC DISMISSAL – ACADEMIC MISCONDUCT

Dismissal for academic misconduct (RWAM) is determined per the Academic Honesty policy found in the Undergraduate bulletin. Once this determination has been made, the student will be dismissed from the university. This action results in ineligibility to register at Marquette. Reinstatement criteria for the student who is dismissed, if applicable, will be outlined in the dismissal notice. If the student is allowed to return to the university, a permanent notation of ‘Reinstated to the University’ will appear on the student’s academic record and Marquette’s official transcript.
INCLEMENT WEATHER CLOSING POLICY

In the event of inclement weather, radio stations will announce whether Marquette University will close. When severe winter weather affects the Milwaukee area, members of the University community are reminded to listen to a Milwaukee area radio station for information about the possible closing of Marquette University. A decision on whether to close Marquette is based on early morning conditions and weather forecasts. Stations which generally announce closings include WTMJ and WISN. If the University closes completely, students should not report to classes or clinical practica.

When it becomes necessary to close the University after classes and practica have already begun, faculty will be notified to inform students accordingly.

The University switchboard is frequently swamped with calls during inclement weather. Faculty, staff and students are asked not to call the switchboard about class or office closings. It is important that University telephone lines be kept open for emergency calls.