Academic Regulations

Students in the College of Nursing are expected to comply with the academic requirements and regulations listed in the university section (http://bulletin.marquette.edu/undergrad/academicregulations) of this bulletin and with all policies and procedures set forth in the College of Nursing Undergraduate Student Handbook (https://www.marquette.edu/nursing/documents/2018-2019-undergraduate-handbook.pdf).

Academic Dismissal/Probation/Academic Alert (CAA)

Academic Dismissal
The College of Nursing adheres to the University Academic Censure Policy. (http://bulletin.marquette.edu/undergrad/academicregulations/#academiccensureprobationdismissalacademicalert)

College Academic Probation
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 are barred from future registration by a College Academic Alert (CAA) registration hold.

The bases for a committee review include:

- 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 C-, D+, D, F, I, ADW, W, WA, WF, or UW
- the violation of special conditions

Special conditions may be prescribed in writing at the time of students’ admission, readmission or transfer into the college. Conditions may also be prescribed in writing in the case of students whose course performance or failure to follow academic advice warrants such action. All students to whom conditions have been specified are subject to committee review and possible CAA restriction should they fail to fulfill the specified terms. It is possible that students are barred from registration for academic reasons even though the 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 are notified by letter or email of the committee’s decision and of the appeal process. If an appeal is denied, students may request to enroll in another college via the process outlined in the University Academic Censure Policy (http://bulletin.marquette.edu/undergrad/academicregulations/#academiccensureprobationdismissalacademicalert) in this bulletin, and if accepted, the CAA hold is removed after admission into the new college.

Unless the CAA is removed via the individual colleges’ appeal process, students may not register for courses at Marquette and may be dropped from any classes for future terms in which they are registered.

Degree Progression Requirements
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 and in the following courses. Grades of C- and lower are not acceptable.

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

Note: For students who entered the nursing program prior to Fall 2018, refer to the handbook that corresponds to the year you started the program.

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 2.500 or higher; freshmen completing their first semester must earn a term GPA of at least 2.000.

E. Students who earn less than the required grades, withdraw for academic reasons from one required or cognate course (as defined above in A and B), or are assigned a WA or WF by faculty in one required or cognate course receive a warning letter from the college and are placed on academic probation.

F. Students receive a College Academic Alert (CAA) for any repeat or combination of the following in required courses or cognates (as defined in A and B above):

- earning less than the required grade
- withdrawing for academic reasons
- receiving a ‘Withdrawn-Excessive Absences’ (WA) or ‘Withdrawal-Failing’ (WF) in a course

For example, a student receives a CAA for earning less than the required grade in one course and withdrawing for academic reasons from another course or after withdrawing from two required courses or cognates for academic reasons.

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

H. 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.

I. Students must adhere to the University Repeated Courses Policy (https://bulletin.marquette.edu/undergrad/academicregulations/#repeatedcourses) in this bulletin.

J. 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 results in a CAA (see item 7).

K. 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)

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

M. Students who withdraw from a theory course that has a corresponding clinical course must also withdraw from that clinical course.

N. 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.

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

P. Students wanting to enroll in more than 18 credits must obtain college approval. Students may not, under any circumstances, enroll in more than 21 credits.

**Note:** Students may fail a clinical at any time during the term 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 students’ performance. Once students are informed that they are failing a clinical course, withdrawal from that course is no longer an option.

**Course Progression Requirements**

**Progression into NURS 2001 Foundations I: Health Assessment and Fundamentals I**

The following required courses or their equivalents must be completed prior to entering NURS 2001 Foundations I: Health Assessment and Fundamentals I:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 1001</td>
<td>Nursing and Health in the Jesuit Tradition</td>
<td>3</td>
</tr>
<tr>
<td>NURS 1002</td>
<td>Dimensions of the Nursing Profession in the Jesuit Tradition</td>
<td>3</td>
</tr>
<tr>
<td>BISC 1060</td>
<td>Chemistry for the Health Professions</td>
<td>3</td>
</tr>
<tr>
<td>BISC 2070</td>
<td>Biochemistry for the Health Professions</td>
<td>3</td>
</tr>
<tr>
<td>BISC 1015</td>
<td>Principles of Human Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 1001</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 20
Progression into NURS 2002 Foundations II: Health Assessment and Fundamentals II

The following required courses or their equivalents must be completed prior to entering NURS 2002 Foundations II: Health Assessment and Fundamentals II:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 2001</td>
<td>Foundations I: Health Assessment and Fundamentals I</td>
<td>3</td>
</tr>
<tr>
<td>NURS 2100</td>
<td>Pathophysiology I</td>
<td>3</td>
</tr>
<tr>
<td>HEAL 2045</td>
<td>Normal and Therapeutic Nutrition</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

Progression into NURS 3201 Evidence Based Practice and Nursing Research through NURS 3984 Nursing Care for Persons with Chronic Conditions-Clinical

The following required courses or their equivalents must be completed prior to entering courses NURS 3201 Evidence Based Practice and Nursing Research through NURS 3984 Nursing Care for Persons with Chronic Conditions-Clinical:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 2002</td>
<td>Foundations II: Health Assessment and Fundamentals II</td>
<td>4</td>
</tr>
<tr>
<td>NURS 2200</td>
<td>Pathophysiology II</td>
<td>3</td>
</tr>
<tr>
<td>NURS 2500</td>
<td>Concepts and Interventions for the Promotion of Mental Health - Theory</td>
<td>3</td>
</tr>
<tr>
<td>HEAL 1025</td>
<td>Culture and Health</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2101</td>
<td>Introduction to Life-Span Developmental Psychology for Nursing Students</td>
<td>3</td>
</tr>
<tr>
<td>NURS 2110</td>
<td>Pharmacotherapeutics for Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

Progression into NURS 4000 Quality and Safety in Nursing or Higher Nursing Courses

The following required cognate and nursing courses or their equivalents must be completed prior to entering NURS 4000 Quality and Safety in Nursing and other higher-level nursing courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 3201</td>
<td>Evidence Based Practice and Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3600</td>
<td>Community and Population Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3700</td>
<td>Nursing Concepts and Interventions for the Care of Adults/Older Adults I-Theory</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3800</td>
<td>Maternity Nursing and Women's Health-Theory</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3900</td>
<td>Family Centered Nursing of Children-Theory</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3965</td>
<td>Community and Population Health Nursing - Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NURS 3966</td>
<td>Maternity and Women's Health - Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NURS 3984</td>
<td>Nursing Care for Persons with Chronic Conditions-Clinical</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

All other required courses must be completed prior to graduation.

*Note:* Students who withdraw from a theory course that has a corresponding clinical course must also withdraw from that clinical course.

**Attendance**

In addition to the University Attendance Policy (http://bulletin.marquette.edu/undergrad/academicregulations/#attendance), the College of Nursing specifies that attendance is mandatory in all scheduled classes, labs and clinicals. 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 instructors 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 students from a nursing theory (non-clinical) course due to excessive absences and assign a grade of WA (Withdrawn-Excessive Absences) or WF (Withdrawn-Failed), if the following maximums are exceeded (see Grading Section in this bulletin (http://bulletin.marquette.edu/undergrad/academicregulations/#gradingsystem) for explanation of the appropriate use of these grades):

- **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 students from a nursing laboratory or clinical course due to excessive absences and assign a grade of WA (Withdrawn-Excessive Absences) or WF (Withdrawn-Failed), depending on the circumstance (see Grading Section in this bulletin for explanation of the appropriate use of these grades). 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, students may fail a clinical at any time during the term 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 students’ performance. Once students are informed that they are failing a clinical course, withdrawal from that course is no longer an option.

Students are responsible for notifying the course instructor of any absence and negotiating make-up work where feasible.

For additional information, refer to the University Attendance Policy.

Appeals Procedures

Grade Appeals

College of Nursing Undergraduate Program Policy

Undergraduate students may appeal any final course grade they believe to be in significant violation of clearly established written policies, a result of improper procedures or discriminatory. Before initiating a formal grade appeal, students must consult with the instructor assigning the grade and present evidence why they believe the grade to be in error. If this does not lead to resolution, students may initiate, in writing, a formal grade appeal. To be considered, the Undergraduate Grade Appeal Form must be submitted no later than ten calendar days after official grades are posted in CheckMarq. The form is located in the Undergraduate Student Handbook. However, it may be in students’ best interest to appeal sooner than this deadline if their academic progress is dependent on the outcome of the appeal. In addition, students 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 for academic affairs. The written appeal must provide the reason(s) students believe the recorded grade is incorrect. Students may present evidence of their performance and may also request that all other pertinent materials be supplied by the instructor. The associate dean for academic affairs collects and analyzes the evidence in a timely manner. Evidence is gathered through consultations with the instructor, students and any witnesses. These consultations may be in person, by phone or by electronic means. Hard copies of relevant documents may also be requested. The associate dean for academic affairs evaluates the appeal or chooses to designate an ad hoc committee for this purpose. The associate dean for academic affairs or ad hoc committee considers the appeal and evidence and make one of the following decisions: the assigned grade should remain, the course instructor is asked to reconsider the grade in light of information collected and the reconsidered grade stands, or a grade change is warranted. The decision is communicated in writing via email (as the official method of communication) within thirty days to students and instructors with copies of the formal response placed in students’ file and forwarded to the dean and any indicated grade changes filed with the registrar.

Students have the right to appeal the decision of the associate dean for academic affairs or ad hoc committee to the dean of the college. This appeal must be submitted in writing no later than three calendar days from the date of the formal response. The dean reviews the procedural evidence, which now includes all the evidence previously gathered, the appeal letters and the formal response from the associate dean for academic affairs or ad hoc committee and renders the final decision on the grade appeal. The decision is communicated in writing via email within thirty days to students and the instructors with copies of the formal response placed in the students’ file and any indicated grade changes filed with the registrar.

Approval of Courses Taken Elsewhere

Students are not allowed to take courses at another institution during a term they are enrolled at Marquette University.

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 are accepted by Marquette University. Students must earn a grade of at least C in order for the course to be transferable. Only credit transfers, 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 students enroll for the next term at Marquette. If students take approved course work at another institution at any time during their Marquette career, particularly in their final term 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.
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 prior to entry into the program by August 15. Proof of CPR certification and Ten Panel Drug Screen is required by November 1 sophomore year. The TB immunization and flu vaccine, criminal background and health update statements 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 are incurred unless additional background checks or drug tests are required. All students must have required documentation submitted to castlebranch.com (https://www.castlebranch.com) by listed dates to be processed and tracked. Students are not permitted to progress in the program and/or continue in a clinical if the above health reports are not current and on file at castlebranch.com (https://www.castlebranch.com). If clinical time is missed due to missing health requirements, students’ progression may be affected.

CastleBranch requests documentation on the following items:

**Background Check**
Required by the Wisconsin Caregiver Background Check Law. The Office of the General Counsel and the Wisconsin State Board of Nursing are contacted in all instances of criminal offenses identified to determine if students are eligible to remain in the program. After the initial background check, students are expected to submit an annual statement to self-report or indicate no change since the previous year.

**CPR Certification**
Provide a copy of your card. CPR certification must be obtained by November 1 of sophomore year and maintained throughout the program. Only American Heart Association Basic Life Support (BLS) Provider certification, which includes Automated Electronic Defibrillator (AED), is accepted, and it must be renewed every two years. Certification at Marquette University is available.

**Physical Exam**
The physical must be within twelve months prior to entry into the program with annual verification that health status is up-to-date. A physician, nurse practitioner, or a physician assistant must provide signed documentation of the physical exam and must attest that students are in satisfactory health to participate in Marquette University’s College of Nursing program, including engaging in clinical practice. Any ADA/restrictions must be listed. The healthcare practitioner statement is located at castlebranch.com (https://www.castlebranch.com). Once completed, the form must be uploaded back to castlebranch.com (https://www.castlebranch.com).

**Tetanus-Diphtheria Booster**
Must be within the past 10 years.

**TB Skin Test**
Freshman nursing students must provide documentation of two Mantoux tuberculin skin tests (two-step) administered one to three weeks apart within 90 days prior to entering the program. Students with a documented 0 mm induration Mantoux skin test within the past 12 months only need one additional skin test done with 90 days prior to entering the program. Documentation must include the dates and results of the tests.

Renew the test annually with a one-step skin test. Renewal date is set for one year for negative test results. Students must provide documentation of Mantoux tuberculin skin test, including the dates and results of the test.

Students who receive a positive TB skin test result must provide documentation of a negative TB QuantiFERON skin test result. If the TB QuantiFERON test is positive, BOTH of the following are required:

- Negative chest x-ray report dated post positive QuantiFERON
- Annual Health Symptom Survey

Students who are positive for active TB disease must participate in an active treatment plan to be reviewed annually. They are not eligible to participate in clinicals until their medical provider determines that they are not communicable. No renewal is required for positive results.

**Chickenpox Varicella Vaccine OR Positive Blood Titer**
Provide documentation of Varicella disease or proof of immunity by titer, or 2 doses of Varicella vaccine, at least 4 weeks apart.

2 MMR (measles, mumps, rubella) Vaccines OR 2 Measles, 1 Mumps, 1 Rubella Vaccine
Dose 1 on or after the first birthday; Dose 2 must be at least one month after the first dose.

If immunization date is not available, a laboratory report of a blood test (titer) showing immunity to Measles, Mumps and Rubella is accepted. Vaccine/Titer not required for those born prior to 1957.
Hepatitis B Virus (HBV/HBSAB Series) OR Titer*

Medical documentation of three dose series of titer and/or declination form signed by student is required.

Seasonal Influenza Vaccine

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. Declination forms can be found at castlebranch.com (https://www.castlebranch.com). If valid documentation is on file, an annual declination form must be signed as self-report. Due by November 1 of every year.

Ten Panel Urine Drug Screen

Must be completed by November 1 of the term prior to entering clinicals. All nursing students undergo a ten panel urine drug screen prior to clinical start; a negative result requires no further screens unless indications of impairment are present, in which case additional screens may be requested. If there is a break in students' enrollment, the urine drug screen needs to be repeated. If students have a current positive drug screen result, they are not able to participate in a clinical placement.

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

Note: The preceding documentation is required by the College of Nursing and is to be submitted to castlebranch.com (https://www.castlebranch.com). Any health information required by the university must be submitted separately to Marquette University Medical Clinic.

Note: If students become injured at any time before or during a clinical term, they must notify the Undergraduate Program Office and their clinical instructor immediately. Students may be asked to submit documentation from their healthcare provider clearing them for participation in clinical. Students must notify their clinical placement coordinator and clinical instructor(s) immediately if an injury occurs. Some conditions that may prevent students from participating in Nursing courses include but are not limited to: head injuries that prevent students from thinking clearly and hand or leg injuries that prevent students from washing their hands or walking without an assistive device or being full weight bearing.