Table of Contents

COLLEGE ADMINISTRATION DIRECTORY ............................................................................................................ 2-6

I. POLICIES RELATED TO TEACHING .................................................................................................................. 7-8

A. General Information for Faculty
   CheckMarq, D2L (Desire to Learn) and library reserve policy, faculty office hours/availability, class meeting times, faculty absence, retention of grade books, exams and papers, textbook information .................................................................

B. Course Syllabus Content
   General information, course learning objectives/course requirements, UCCS, assessment and grading methods/grading scale, University Policy on Academic Integrity, academic integrity best practices, definitions of academic misconduct, University Attendance Policy, WA grade, online courses, and making up missed work ...

C. Course Enrollment
   Preliminary & Final class rosters, students enrolled but not attending, closed courses, auditing a course, withdrawing from a course ........................................

D. Assigned Classrooms / Room Changes
   Classrooms authorized by Registrar ...........................................................

E. Students with Disabilities
   Choose to include a simple statement in your course syllabus, teaching and interacting with disabled Students, students with disabilities may be eligible to receive accommodations, referring students to the Office of Disability Services, test-proctoring services ...

F. Midterm and Final Examinations
   Scheduling of exams, fall and spring exam schedules, “Senior Exemptions”

G. Grades
   Semester deadlines for faculty to submit grades to CheckMarq, midterm grades, end-of-semester grades, temporary grade (I-incomplete), grades with specified conditions, College-assigned grades, entering grades into CheckMarq, retention of grade books, student exams/papers, public posting of grades, grade changes, and grade appeals ...

H. Guidelines for Independent Study / 4995 Courses ..........................................................................................

I. Academic Integrity Policy
   University policy, Honor Code, Best Practices, Academic Misconduct Policy ........................................................

J. Attendance Policy and College FAQ's
   University policy, withdrawal due to poor performance, online courses, making up missed work ........................................

II. POLICIES RELATED TO ACADEMIC ADVISING ...................................................................................... 19-20

A. Pre-Major Academic Advising
   College Advising Center, Faculty Pre-major Advising .................................................................

B. Major Advising
   After students formally declare their major ..........................................................................................

C. Resources For Advisors and Advisees
   Advising Center, University Counseling Center, Tutoring/Student Academic Support ....................................

D. Policies Relevant to Advisors and Advisees
   Transfer credits, Marquette Credit by Examination (MCBE), College Level Examination Program (CLEP), study abroad credits, repeated courses, and course waivers (College, UCCS, major/minor) .................................................................

E. Individualized Interdisciplinary Majors/Minors
   Process/criteria for individualized written proposal ...

F. Confidentiality of Student Records
   Family Educational Rights and Privacy Act of 1974 .................................................................

Midterm and Final Exam Schedules; and 2016-2017 Semester Calendars ........................................

INDEX (Find it in the Index!) .................................................................
College Administration / Klingler College of Arts and Sciences

1103 W. Wisconsin Avenue
Milwaukee, WI 53201-1881
Office Hours: 8:00 a.m. - 4:30 p.m.  Monday-Friday

College Office/Academic Deans – Sensenbrenner Hall, Suite 103
- 414-288-7059;  College office FAX: 414-288-5521

College Student Records Office – Sensenbrenner Hall, Suite 103
- 414-288-5316

College Academic Advising Center – Sensenbrenner Hall, Suite 005
- 414-288-5989

Professional Studies Program – Sensenbrenner Hall, Suite 004
- 414-288-3155

Dr. Richard Holz, Dean – Ext. 8-7230
Advancement
Alumni Relations
Curriculum
Faculty
- Recruitment and Appointment
- Development and Mentoring
- Promotion and Tenure
- Salary
University Committees
- Academic Senate
- Deans Council (DC)
- University Leadership Council (ULC)

Ms. Kim Patterson, Assistant to the Dean - Ext. 8-7230
Arts and Sciences Web Page Maintenance & Updates
Dean’s Schedule
May Commencement
New Faculty Orientation
Faculty
- General Questions
- Promotion and Tenure
- Receipt of Degree
- Sabbaticals
- Way Klingler Fellowships
- Way Klingler Young Scholar Awards
College Office Support Staff – Sensenbrenner Hall
Anne Bartelt, Administrative Assistant – Ext. 8-5989
Linda Flaskrud, Administrative Assistant – Ext. 8-6993
Peggy Jones, Office Assistant – Ext. 8-3224
Susan Steinhart, Office Associate – Ext. 8-5310

Dr. Rosemary Stuart, Associate Dean for Research and Experiential Learning – Ext. 8-1472
Administrative Oversight of the College-wide Strategic Plan, including implementation of the University Strategic Plan within the College (as it relates to research and research infrastructure).
College liaison to the Graduate School, Departments, and Directors of Graduate Studies for oversight/promotion of graduate education and support.
College liaison for Pre-Dental Scholars and promotion of pre-health initiatives.
College liaison to the Office of Research and Sponsored Programs, the VP for Research and Innovation and the Office of Marketing and Communication (as it relates to research infrastructure, funding and promoting the College’s faculty and student research accomplishments).
Liaison to the university’s Strategic Innovation Council, the College’s academic research centers and the Kohler Center for Entrepreneurship.
Liaison to departments, facilities, and the Provost’s office (as it relates to allocating/reallocating office and laboratory space, research compliance, safety, instructional technology and renovations).
Mellon Grants and Interdisciplinary Symposia Grants (applications and award process).
Oversight of College-centered and departmental undergraduate internship opportunities and community/campus outreach to promote internship program and experiential learning opportunities for students.
Prestigious Fellowships and Scholarships for students.
Promotion of research and experiential learning activities to enhance undergraduate education including the administrative oversight of College undergraduate and research initiatives and symposia.

Dr. Kristy Nielson, Associate Dean for Recruitment and Continuing Education – Ext. 8-1796
Assistant Dean: Sandra Cleveland – Ext. 8-3155
Non-traditional undergraduate, professional graduate, and graduate certificate programs.
Summer Session budget, offerings and enrollment.
January Session (J-Session) coordination.
Development, implementation and policies regarding online adult education.
Admissions and College Recruitment Events: Discovery Days, Scholarship Competition, Admitted Students Days, Blue and Gold Day, and Class Visitations.
Future Milwaukee community leadership program.
College and interdisciplinary program publicity (print and electronic materials, e-newsletters, and websites).
Undergraduate recruitment, retention, student diversity and inclusion activities.
College liaison to the greater Milwaukee community for continuing education and programming initiatives.

Dr. James South, Associate Dean for Faculty – Ext. 8-6729
College Liaison for Mission and Ministry, Faber Center, and Center for Teaching & Learning
College Liaison for Mitchem Fellows.
Dean’s Liaison to Department Chairpersons.
Dean’s Liaison to Lawrence G. Haggerty Faculty Award for Excellence in Research.
Faculty Activities Database.
Faculty Advisor to the Arts and Sciences Student Council and the Arts and Sciences MU Student Government Senators.
Faculty Development and Mentoring.
For faculty concerns, liaison to the Office of the General Counsel.
MU Online Course Evaluation System (MOCES).
Prestigious Fellowships and Grant Funding for Faculty, including oversight of College and University awards (e.g., Way Klingler Fellowships, Way Klingler Young Scholar Awards, University Sabbatical Fellowships, Raynor and Haggerty Teaching Excellence Awards, Haggerty Research Awards, College Faculty Development Awards).

Dr. Susanne Foster, Associate Dean for Academic Affairs – Ext. 8-7120
Academic Integrity and Academic Misconduct
College Curriculum Committee
College Policies and Procedures
CourseLeaf
Grade Appeals
Independent Study approvals (undergraduate 4995 course form)
Individualized Interdisciplinary Majors and Minors
Internship for Bioethics (ARSC 3986)
Marquette Credit by Examination
New Student & Family Program Events (Preview and New Student Orientation)
Outstanding Senior Nomination
Schedule of Classes/ARSC Courses & Interdisciplinary Major-Minor Course Offerings
Schedule of Classes/LEOR and PRST Course Offerings
Student Absences
Temporary Grade (I-incomplete); and, NG Grade (Registrar Assigned Grade)
Undergraduate Bulletin
Class Rosters and Current Term Registrations
College Forms
College Graduation Awards
College List Serves
Dean's List
Due Dates and Deadlines
Grade Rosters/Grade Submission Process
Website Updating
Withdrawals (single course)

Ms. Mary Dunnwald, Associate Dean for Academic Business Affairs - Ext. 8-7472
Administrative Timekeeping
Computer Replacement Program
Faculty Contracts and Salary Authorizations
General Operating Budget
Grant Budgets and Returns on Indirect Costs
Grant Proposal Registrations
Marquette Budget System (MBS); Marquette Financial System (MFS)
Mellon Grant Disbursements
Payroll
Student Employees
Ms. Patricia Colloton, Business Operations Specialist – Ext. 8-5187
   Computer Replacement Program
   Faculty Contracts and Salary Authorizations
   Grant Budgets and Returns on Indirect Costs
   Grant Proposal Registrations
   Grant Support
   Mellon Grant Disbursements
   ORSP Liaison
   University Policies and Procedures

Mrs. Mary Minson, Senior Assistant Dean for Academic Advising – Ext. 8-5989
   Administrative Assistant: Anne Bartelt – Ext. 8-5989
   Academic Advising Center and Academic Support
   Alumni in the Classroom
   Career Development
   Complete Withdrawals from the University
   Faculty Advising Committee
   Learning Disabled Students
   Majors Fair
   Pre-Major Advising
   Pre-Professional Advising
   Reinstatement of Students
   Scholastic Actions (Academic censure and dismissal)
   Special Student Referrals
   Students on Academic Probation
   Students with Psychological and Medical Issues
   Study Skills Assistance
   Transfer Students
   Undecided Majors

Ms. Pauline Thomas, Director of Student Records – Ext. 8-3234
Ms. Megan Blanchette, Assistant Director of Student Records – Ext. 8-5316
   Advanced Placement Credit Program (AP)
   Advanced Standing Admissions
   Approval of Non-Marquette University Courses
   CheckMarq Academic Advisement Module
   College Level Examination Program (CLEP)
   Grade Changes
   Graduation Certification
   International Baccalaureate Credit (IB)
   Readmission, Internal Transfer, and Change of Status Applications
   Satisfactory Academic Progress Appeals
   Student Records
   Transfer of Credit
   Waivers (Departmental and College)
College Academic Advising Center – Sensenbrenner Hall, Suite 005
Administrative Assistant: Anne Bartelt – Ext. 8-5989

Academic Advisors:
Mary Minson
Hettie Brennan
Julia Farley
John Fenelon
Megan Frohmader
Cara Hoppe
Megan B. Johnson
Krystin Kantenwein
Mónica Lloyd

Pre-Professional Advisors – Sensenbrenner Hall, Suite 005 - Ext. 8-3256
Pre-Health Professions Advisors: Julia Farley
Pre-Physical Therapy Advisor: Mónica Lloyd
Pre-Law Advisor: Kim Martin

University Honors Program – Sensenbrenner Hall, Suite 002
Dr. Amelia Zurcher, Director, University Honors Program
Mrs. Maria Cooper, Assistant Director - Ext. 8-7516
I. Policies Related to Teaching

A. General Information for Faculty

- **CheckMarq** [https://checkmarq.mu.edu/psp/sa9prod/?cmd=login](https://checkmarq.mu.edu/psp/sa9prod/?cmd=login)
  The University uses the PeopleSoft (CheckMarq) program to manage course data. Through CheckMarq, faculty can obtain advisee information, access class rosters, and enter grades (Note: all grades are submitted via CheckMarq– not D2L). Instructions on how to use the system can be found on the CheckMarq page of the University's web site. To enter the system, log on to CheckMarq using your e-Marq username and password and click on the tab for **Faculty Center**. From here you can click on various links which allow you to view class schedules, obtain advisee information, print class rosters, record course mid-term and final grades, access the University Grade Change Request form, and browse the university course catalog (list of courses taken from the Undergraduate and Graduate Bulletins) or Snapshot, the online Schedule of Classes.

- **D2L E-Learning (Desire to Learn)** [http://www.marquette.edu/its/help/d2l/d2l.shtml](http://www.marquette.edu/its/help/d2l/d2l.shtml)
  The D2L system allows faculty to post course materials, manage online class discussions, send group e-mails to an entire class, receive electronically submitted assignments, etc. The University office of Information Technology Services (ITS) offers hands-on D2L training on a regular basis. Go to the ITS website to register for a session. The Center for Teaching and Learning also offers additional resources for D2L instruction [http://www.marquette.edu/ctl/e-learning/](http://www.marquette.edu/ctl/e-learning/).

- **Library Reserve Policy** [http://libguides.marquette.edu/reserves](http://libguides.marquette.edu/reserves)
  The Raynor Library class reserves software system is called **Ares**. Class Reserves functions as an extension of the classroom. Copies of assigned readings, supplemental readings, previous tests and other materials are made available for short term loan (print copies) or are scanned and made available as PDFs online. The Class Reserves & Media Services Desk is located on the lower level of Raynor Library. For Marquette’s position on copyright issues, see [http://www.marquette.edu/library/find/ereserve_copyright_guidelines.pdf](http://www.marquette.edu/library/find/ereserve_copyright_guidelines.pdf).

  The following restrictions apply to material placed on reserve, according to Library policy.

  Copyright law requires that complete citations be provided by faculty members for all items on class reserve. Author(s), editor(s), title, copyright date and source of publication must be supplied. This information will be included with every class reserve item. Note: The author's written permission is required when placing a student's original work on class reserve. This information should be submitted with the class reserve request.

  Where possible, links to items available in the Library’s electronic databases will be created. If the Library does not own or have access to licensed material, it will explore additional access and purchase options.

  According to copyright law and because of the copyright royalties that the law allows publishers to impose, an electronically formatted item must be granted permission for each semester it is used. Therefore, the reserve department is obligated to de-activate these documents after each semester until we regain permission to post them electronically. Your reserve requests in subsequent semesters will prompt the library to seek required copyright permission.
The Library will absorb costs for copyright permission but reserves the right to refuse items when the cost for copyright is deemed unreasonable. Contact the Raynor Library Reserve Staff at 414-288-7253 or mumresv@marquette.edu with any questions.

- **Faculty Office Hours and Availability**
  The College requires faculty to be on campus for at least a portion of two days each week when classes are in session and during exam periods. Faculty members are required to hold office or lab hours for at least three regularly scheduled hours each week. Office and teaching hours should be posted and recorded in the instructor’s department. The department office must be notified if a faculty member will not be able to attend a scheduled office hour so that it may arrange to have a sign posted on the faculty office door notifying students of the cancelled office hour.

  In addition, faculty should be on campus and available to students and administration during the week before the start of a semester and the two weeks following the last day of classes (i.e., exam week and the week thereafter).

  Faculty are also expected to attend the University Commencement Ceremony held in May (academic regalia required).

- **Faculty Absence from Class**
  If faculty will be absent from class, the chairperson of the department must be notified in writing. The department will arrange to have a sign posted on the classroom notifying students of the cancelled class. If a faculty absence can be anticipated, the faculty member and the chairperson should jointly arrange for a substitute instructor whenever possible.

- **Class Meeting Times**
  Courses are to begin, meet, and end on the dates and times established by the Academic Calendar and the Schedule of Classes. These two official documents form an agreement between Marquette University and the student. Individual faculty members are not to make, or to ask students to agree with, changes in the course beginning dates, course meeting schedule, and final exams.

- **Retention of Grade Books, and Student Exams and Papers**
  Faculty are required to retain grade books, final examinations and other papers not returned to students for at least one year following the completion of the course. Faculty members who are leaving the University at the end of a term should refer to Department policy.

- **Textbook Information**
  The Higher Education Opportunity Act (HEOA) requires that institutions provide students information about the required and recommended textbooks and supplemental materials for each course section offered. The information must be published in the institution’s Schedule of Classes and is to be available at the time of registration for each term. The information that is to be made available to students includes a list of the books and supplemental materials for the course, the prices of each and the ISBN for each book or material, if available.

  Marquette has worked with BookMarq to provide this information for students. There is a link to BookMarq for each course section in both Snapshot and CheckMarq that displays the required information. Please help us insure that Marquette is compliant with HEOA by sending the relevant textbook and supplemental course material orders to BookMarq by the published deadlines for each term. The deadline for submitting course
material orders to BookMarq for summer courses is (Mar. 15), for fall semester courses (Apr. 1), and spring semester courses (Oct. 31).

B. Course Syllabus

All instructors must provide a course syllabus to each student normally not later than the first class meeting of the course. The syllabus must be posted on the course’s D2L site (the University's electronic course management system) no later than the first class meeting. To avoid misunderstanding among students, each syllabus should contain the following components:

- **Important Information to Include on the Syllabus:**
  - Instructor information: name, department office location, office hours, contact information (office phone number, university e-mail address).
  - Course information: course number, title, credits, meeting days, times and classroom location; and the course learning objectives (see below).
  - Undergraduate bulletin course description with the prerequisites for the course.
  - Assessment and grading methods for your course (see next page).
  - Students with disabilities (see Section E.)
  - Instructor policies - this may include information regarding:
    - Audit Status
    - Semester deadline for course withdrawal (grade of W; grade of WA).
    - Extra credit.
    - Late assignments, make-up exams and quizzes, temporary grade (incomplete coursework).
    - Audio/Video-recording, classroom behavior, respect and etiquette (cell phones, tardiness, food and drink, etc.)
    - Please, be sure to include the undergraduate bulletin hyperlink to the University Honor Code and the Academic Integrity Policy [http://bulletin.marquette.edu/undergrad/academicregulations/](http://bulletin.marquette.edu/undergrad/academicregulations/).

- **Course Learning Objectives**
  In order to meet accreditation standards for assessment, the University requires all course syllabi to identify learning objectives.

  **Definition:**
  Course learning objectives state the specific knowledge, skills, and/or attitudes and values that all students are expected to acquire by the completion of the course. Objectives should be stated so as to identify specific skills or behaviors a student will acquire by successfully completing the course. A helpful way to frame your objectives is to begin with the phrase, “upon completion of this course the student will.”

  **Examples:**
  - “Upon completion of this course, the student will be able to identify the stylistic devices characteristic of various literary genres.”
  - “Upon completion of this course, the student will be able to define and to describe the organizing
principles of alternate economic frameworks.”

- “Upon completion of this course, the student will be able to employ various modes of laboratory experimentation as a means of investigating organic substances and their reactions.”

UCCS Courses:
If you are teaching a course that fulfills all or part of the requirements in a knowledge area of the University Core of Common Studies, you should put into your syllabus all the learning outcomes for that knowledge area. These learning outcomes are phrased in a manner similar to learning objectives for a single course. For lists of courses that count toward the requirements in the nine knowledge areas of the University Core of Common Studies (Rhetoric, Mathematical Reasoning, Individual and Social Behavior, Diverse Cultures, Literature/Performing Arts, Histories of Cultures and Societies, Science and Nature, Human Nature and Ethics, and Theology) go to http://www.marquette.edu/core-of-common-studies/approved-courses.php. For a list of the learning outcomes of each knowledge area of the University Core of Common Studies, go to http://www.marquette.edu/coreinfo/. Choosing the FOR FACULTY tab, click on “Knowledge Area Learning Outcomes.”

Major Courses:
If you are teaching a course that fulfills a requirement in an undergraduate major, you should put into your syllabus all the student learning outcomes for that major. These learning outcomes are phrased in a manner similar to learning objectives for a single course. Your department office or web site should be able to provide you with a list of the student learning objectives or outcomes for the majors housed in your department. See also http://www.marquette.edu/assessment/ for a complete list of learning outcomes for the University Core of Common Studies and all other undergraduate academic programs at Marquette.

4000/5000 Level Courses:
If you are teaching a cross-listed 4000/5000 level course (4000 for undergraduates and 5000 level for graduate students), you should provide a different syllabus for each level that specifies the appropriate learning outcomes, expectations, assignments, and assessment measures, etc.

Graduate Courses:
If you are teaching a graduate course, you should put into your syllabus the entire student learning objectives or outcomes for any graduate program for which the course will fulfill a requirement. These learning objectives or outcomes are phrased in a manner similar to learning objectives for a single course. Your department office or web site should be able to provide you with a list of the student learning objectives or outcomes for the graduate programs offered in your department.

- **Course Requirements**
  All course requirements including, for example, participation expectations, attendance at special events and lectures (during or outside of class/on or off-campus), service learning options and requirements, assignment deadlines, and dates of exams should be included on the syllabus.

- **Assessment/Grading Methods/Grading Scale**
  The assessment and grading methods must be on the syllabus. This includes the grading scale used in the course as well as the percentages of total grade represented by each assignment or exam. **Note that, once published in a syllabus, grading criteria may not be changed.**

The following permanent letter grades, their equivalents in achievement, and grade points per credit hour are used by Marquette instructors to evaluate a student’s performance in a course: [http://bulletin.marquette.edu/undergrad/academicregulations/#gradingsystem](http://bulletin.marquette.edu/undergrad/academicregulations/#gradingsystem)
University Policy on Academic Integrity (see pages 20-27 for full policy)
It is required that faculty members include a statement regarding academic honesty in the course syllabus. It is also recommended that you link to the policy. In addition, time should be spent at the beginning of the course discussing academic honesty, its importance, and the consequences for violating it.

University Policy on Attendance (see pages 27-33 for full policy)
Faculty are responsible for indicating the Attendance Policy and make up work policy for their class. Will the faculty member withdraw a student from the course for excessive absences? Under what conditions will make up work be allowed?

C. Course Enrollment

Preliminary Class Rosters (available in CheckMarq)
Preliminary Class Rosters are available by the first day of classes.

Final Class Rosters (available in CheckMarq)
By Wednesday of the second week of classes, after Late Registration ends, faculty should review all Final Class Rosters. Since students make course changes throughout the first week of the semester, these lists will not necessarily be identical. All students attending the class must be on the Final Class Roster. If the student’s name is not included, the student must leave the class. It is the student’s responsibility to register appropriately for all courses. Instructors may not add names to the final class roster or give a student permission to register for a course if it is full.

Per the Office of the Registrar (coming soon) there will be a new form which will be available in the Faculty Center in CheckMarq for instructors to report never attended students. This form will be completed by faculty and directed to the Office of the Registrar who will, in turn, process the UW grade.

Please note that the College office will not add a course retroactively to a student’s registration. If the student does not register for the course he/she will not receive credit for it, even if the student has attended and completed all the course work.

Closed Courses
Each department sets authorized enrollment limits for its courses. For extraordinary reasons, a student may be considered for admission to a closed course. These requests are granted only by Department Chairpersons. Students should be directed to the department office that offers the course; and, if approved, will receive a class permission number which they will enter into CheckMarq to add the class to their schedule.
Auditing a Course
A student who wishes to AUDIT a class must complete an online form on or before the close of Late Registration (9/06/2016 for the fall semester, and 1/25/2017 for the spring semester). The audit form is available at the Registrar’s website (http://www.marquette.edu/mucentral/registrar/index.shtml). The AU (Audit) grade may be earned **only through regular attendance in the class**. If the auditor does not attend regularly, the instructor may assign a grade of F.

Withdrawing from a Course
Students who are in academic jeopardy may decide to WITHDRAW from a class on or before the semester withdrawal deadline (Friday, 11/18/2016 for the fall semester; and, Tuesday, 4/18/2017 for the spring semester). These deadlines should be announced in class and published on the course syllabus. Instructors are asked to give timely (before the withdrawal deadline), honest counsel to students who may be considering whether to withdraw for poor performance.

To withdraw, students must complete an online withdrawal form that is available at the Registrar’s website (http://www.marquette.edu/mucentral/registrar/index.shtml) and have it signed by the student’s academic advisor. Any request to withdraw after the deadline requires a written appeal to Associate Dean Susanne Foster.

D. Assigned Classrooms/Room Changes

Classroom changes are allowed with authorization from the Registrar. Instructors should request a classroom change only if the student enrollment exceeds the maximum classroom capacity, or for student or faculty issues related to the Americans with Disabilities Act. To request a classroom change, please complete an online form which can be found at:
http://www.marquette.edu/facstaff/registrar/restricted/soc_change.shtml

For reasons of safety and liability, chairs may not be moved from one room to another. If not enough chairs are available in the classroom assigned for a given course section, the instructor should report this situation to the Registrar’s office as soon as possible. Chairs, desks, and tables, if rearranged within a given classroom, must be returned to the original classroom layout at the end of each class meeting.

E. Students with Disabilities

In order to assist students with disabilities in your courses, a good first step is to include a statement in your course syllabus, such as the following:

If you have a disability and require accommodations, please contact me early in the semester so that these learning needs may be appropriately met. You are required to provide documentation of your disability to the Office of Disability Services. If you are unsure of what you need to qualify for services, begin by visiting the Office of Disability Services website at http://www.marquette.edu/disability-services/index.shtml. Or, contact the Office of Disability Services at 414-288-1645, located in the 707 Building, Room 503 (11th Street and Wisconsin Avenue).

Additional suggestions related to teaching and interacting with students with disabilities can be found at: http://marquette.edu/disability-services/policies.shtml.
The Office of Disability Services (ODS) assists students in meeting individual needs and interests on campus, and provides awareness of the needs of students with disabilities to the campus community to foster and promote their inclusion in the diverse campus student population. Faculty should refer, to the ODS office, students with a disability who have questions about the services available to them at Marquette. The Office of Disability Services is located in the 707 Building, Room 503 (11th Street and Wisconsin Avenue). ods@marquette.edu; Ext. 8-1645.

Students with disabilities may be eligible to receive assistance (accommodations) to enable them to participate in all university functions to the same extent as their peers. Some common academic accommodations include the following: alternate testing arrangements such as extra time or quiet locations, note takers, texts in alternate formats including books on CD, sign language interpreters, and real-time captioning to access classes. In order to receive accommodations, students must follow the process summarized below.

If a student requests accommodations for your class because of a disability, ask the student whether he or she has a letter from ODS. For students to be assured accommodations, the University requires that student accommodation requests be accompanied by a formal letter from the Office of Disability Services. The letter serves to verify that:

1) The student has a documented disability.
2) The documentation of the disability and resulting student needs have been reviewed between an ODS representative, the student, and when appropriate, the faculty.
3) The accommodations requested in the letter have been determined to be appropriate and reasonable given the student’s needs and course requirements.

If the student does not have a letter from ODS, but brings you a copy of his or her disability documentation, you are strongly encouraged to refer the student to ODS, who will work with the student and review the documentation to determine appropriate accommodations. If the student claims he or she received accommodations in high school and should receive them in your class now, the student may indeed have a disability; however, a student is not entitled to accommodations unless or until the student documents their needs with the Office of Disability Services and brings you a letter verifying appropriate accommodations.

Students with disabilities are informed that in each class for which they have requested accommodations, they are responsible for presenting their letter to, and meeting with, their instructors. In this meeting, students are encouraged to discuss their needs with their instructors, and faculty members have the opportunity to discuss course content, expectations and the requested accommodations. Instructors are encouraged to work directly with students to implement requested accommodations, but they should contact ODS whenever they have questions, concerns, or issues relative to the student or accommodations process.

The Office of Disability Services also offers a test-proctoring service. This service is designed to assist faculty with those students who receive testing accommodations. This service requires that the instructor complete a Test Proctoring Request Form. The test and all necessary materials are then submitted no later than 24 hours before the scheduled exam time. The link for additional information and forms is http://www.marquette.edu/disability-services/testproctoring.shtml; or, questions can be directed to Ms. Sheri Hochtritt, Testing Coordinator at odstesting@mu.edu.
F. Midterm and Final Exams

- **Scheduling of Exams**
  According to University policy, instructors who give midterm and final exams must adhere strictly to the University-mandated exam schedules which are available online via Marquette Central:

  Spring Semester 2017: SESSION 1 Midterm Exam schedule:
  [http://www.marquette.edu/mucentral/registrar/cal_Spring17midterms.shtml](http://www.marquette.edu/mucentral/registrar/cal_Spring17midterms.shtml)

  Spring Semester 2017: SESSION 1 Final Exam schedule:
  [http://www.marquette.edu/mucentral/registrar/cal_Spring17exams.shtml](http://www.marquette.edu/mucentral/registrar/cal_Spring17exams.shtml)

  If a faculty member wishes to change the time and date of a final examination for an entire class, approval must be obtained at least three weeks before the end of the semester from Associate Dean Susanne Foster.

  **No exams may be scheduled in the week preceding Final Exam Week.**

  Final exam changes for reasons of convenience of the student (or instructor) are not permitted. Extreme situations that may warrant an exception are to be reported to the college/school in which the student is enrolled.

  No student is required to take more than three final examinations in one day, as long as these exams are not a team presentation, a take home final or a final paper. Students in this circumstance should contact their College office to reschedule one exam. The exam to be rescheduled is at the discretion of the College.

- **“Senior Exemptions”**
  Students have operated under the assumption that, if they are seniors earning an A or AB in the course, they are entitled to an exemption from the final exam in the course. No “senior exemption” exists; all students are required to take the final exam if one is required in the course.

G. Grades

Faculty are required to enter Midterm and Final grades into CheckMarq by the University calendar deadlines.

It is imperative that final course grades be submitted on time, so that the academic review of the students in Arts and Sciences can be done as mandated by federal regulations and the Undergraduate Academic Censure policy found at [http://bulletin.marquette.edu/undergrad/academicregulations/#academiccensureproportionaldismissalacademicalert](http://bulletin.marquette.edu/undergrad/academicregulations/#academiccensureproportionaldismissalacademicalert). Missing or late grades will affect our students’ academic standing in the College and their financial aid. These are matters of major consequence to our students and their families and it makes it all the more important that faculty meet the grade submission deadline.

Please be aware that rectifying the consequences of the late submission of grades adds considerable additional work for the office staff reviewing all of our student records and notifying students of their standing: Required to Withdraw for Academic Reasons (RWAR); Satisfactory Academic Progress (SAP) or College Academic Alert (CAA). After the deadline, all missing grades are automatically reported as “NG”. In order to
change an “NG” grade, a faculty member must process a Grade Change Request form, which then has to be reviewed, signed, scanned, and input individually for each student. This delays the process substantially. The grade entry deadlines are announced and instructions for entering grades are communicated throughout the semester.

**Fall Semester 2016:**
Deadline for Submission of Session 1-Midterm Grades – 12:00 noon, Tuesday, October 25th.
Deadline for Submission of Session 1-Final Grades – 12:00 noon, Tuesday, December 20th.

**Spring Semester 2017:**
Deadline for Submission of Session 1-Midterm Grades – 12:00 noon, Tuesday, March 14th.
Deadline for Submission of Session 1-Final Grades – 12:00 noon, Tuesday, May 16th.
Refer to the Undergraduate Bulletin for an explanation of the Grading System which can be found: [http://bulletin.marquette.edu/undergrad/academicregulations/#gradingsystem](http://bulletin.marquette.edu/undergrad/academicregulations/#gradingsystem)

### Midterm Grades
Midterm grades are required in courses offered in the College of Arts and Sciences because they provide important reference points for the student and his or her academic advisor. Midterm grades should be assigned based on a reasonable amount of representative written work. This does not mean that a midterm exam must be given.

With the exception of students in Exchange; Marquette-Led Study Abroad; Workshop/Institute/Studio; Practicum/Clinical/Field Experience/Student Teaching; Internship/Externship; Independent Study/Research; Senior Capstone; Senior Project; Senior Thesis, students in all courses should be assigned midterm grades of A, AB, B, BC, C, CD, D, F, or I (Incomplete).

Faculty may leave midterm grade rosters blank for students in Exchange; Marquette-Led Study Abroad; Workshop/Institute/Studio; Practicum/Clinical/Field Experience/Student Teaching; Internship/Externship; Independent Study/Research; Senior Capstone; Senior Project; Senior Thesis.

Note that this applies only for midterm grades, not final grades.

### End-of-Semester Grades
For most students and courses, the CheckMarq system allows a teacher to assign the following end-of-semester grades:

- **Permanent Grades:** A/ AB/ B/ BC/ C/ CD/ D/ F
- **Temporary Grade:** I-incomplete

Permanent grades should not be used as “temporary grades”. The final grade for the course is the official course grade. Faculty should not accept missed coursework or extra coursework that would alter the final grade once the official course grade has been submitted.

In extraordinary circumstances that merit special consideration, and only when there has been prior communication between the faculty member and the student, the following “temporary grade” may be used as explained below:

### Temporary Grade (I – Incomplete)
A temporary grade should be given under the following circumstances:
I: A temporary grade indicating incomplete work in the course that allows the completion of course assignments; and/or the final examination after the term has ended; must be initiated by the student due to special circumstances, agreed upon by the faculty member, and assigned prior to the faculty grading deadline for the term in which the class is offered. The student’s performance in the course must merit this special concession. If the instructor judges that the student has not merited the grade of “I” the instructor will assign an “F” grade if the missing work is significant enough to deserve an “F”. Alternatively, a passing grade should reflect both the quality of the work completed and the significance of the work that has not been completed. Grades of “I” should not be assigned to allow students more time to raise their final grades.

Please note: The Registrar converts all temporary grades to “F” after the deadline for removal of incompletes has passed. These semester calendar dates are published online at http://www.marquette.edu/mucentral/registrar/cal_index.shtml.

If a faculty member chooses to extend the University deadline, the student and the instructor of record must both be in communication about the extension. The student should outline the need for an extension; and, a new deadline date for submitting the missing course work, or taking the missed final examination, must be determined. The instructor will submit to the College office a Grade Change Form indicating the change of Incomplete (I grade) to Incomplete with Extension (IE grade) and will include the date for which the IE grade will expire.

Other Grades with Specified Conditions:
CheckMarq allows or requires the instructor to assign the following grades under the conditions specified in parentheses:

- **IC** – Course Incomplete; a temporary grade indicating the course is not completed by the end of the term in which the course is scheduled; assigned to all students enrolled in the course.

- **CR or NC** – Credit or No Credit; Credit is the equivalent of “C” work or better. No Credit is the equivalent of less than “C” work.

- **SNC or UNC** – Satisfactory No Credit or Unsatisfactory No Credit; (only for zero-credit courses). Satisfactory completion in a course bearing no credit; mandatory grade for all zero credit bearing courses. Unsatisfactory completion in a course bearing no credit; mandatory grade for all zero credit bearing courses.

- **S or U** – Satisfactory or Unsatisfactory; (for all students in courses carrying credits and evaluating students in clinical or internship settings). Satisfactory completion in a credit bearing competency-based course, equivalent of “C” work or better. Unsatisfactory completion of a credit bearing, competency-based course, equivalent of less than “C” work.

- **SY or UY** – (for all students at the end of the first term of a series of year-long courses). A permanent grade indicating satisfactory work completed in the first term of a series of year-long courses, where grades are assigned only in the final course in the series. A permanent grade indicating unsatisfactory work completed in the first term of a series of year-long courses, where grades are assigned only in the final course in the series.

- **AU** – Audit; if a student completes the proper procedure for auditing your class, you will find a grade of “AU” assigned to this student when you first open your preliminary class roster—and, it will also be displayed on your final grade roster. If the student has not attended enough class meetings to merit the
“AU” grade, then you must contact the College office to explain what the student’s attendance record has been so that the College can change the AU to the appropriate letter grade (also, see “Auditing a Course” on page 12).

Only the College Office can assign the following grades:

- **ADW** – Administrative withdrawal; student was withdrawn from the course for administrative reasons, as determined by the university via a dean’s decision, a formal hearing and/or an appeal process.

- **IE** – Incomplete grade with extension; assigned to a student who is granted an extension to the deadline for removal of a temporary grade of “I.” In this case, the Instructor of Record contacts the College office to indicate that the IE grade is to be given. A university grade change form is completed changing the “I” grade to an “IE” grade; and must include the new expiration date for completion.

- **W** – Course withdrawal; a permanent grade indicating a single withdrawal was initiated by the student, with approval of the College office.

- **WA** – Withdrawal due to excessive absences; withdrawal initiated by the faculty or College office due to excessive absences in the course or student is found to be in violation of the “Undergraduate Attendance Policy” section of the Undergraduate Bulletin; once assigned, the WA grade is permanent and cannot be overwritten by a W grade.

- **UW** – Unexcused withdrawal; a permanent grade indicating that the withdrawal was initiated by the faculty or College office when a student registered for a course, never attended and failed to officially withdraw.

Please refer to the online Undergraduate Bulletin for a detailed explanation of the grading system [http://bulletin.marquette.edu/undergrad/academicregulations/#gradingsystem](http://bulletin.marquette.edu/undergrad/academicregulations/#gradingsystem).

The date of withdrawal from a single course or from a term is the date the student first informs the University of the “Withdrawal.” This is usually the date the student signs the withdrawal form. The last date of attendance, on the other hand, is the date the student last attended class; or, if attendance is not taken, the date the student last handed in an assignment, quiz or test, or participated in a class discussion in person or online. The date of withdrawal and the last date of attendance are not necessarily the same. All withdrawal forms are turned into the College office. The Office of the Registrar processes the withdrawals.

- **Entering Grades into CheckMarq**

  Faculty must enter and save as “Approved” in CheckMarq their midterm and final grades (by 12:00 noon on the Tuesday following exams in each session).

  To do so,
  - log in to CheckMarq ([https://checkmarq.mu.edu](https://checkmarq.mu.edu)) using your e-Marq username and password;
  - click the “Faculty Center” tab;
  - select the Grade Roster icon to the immediate left of the class you intend to grade;
  - if you do not see your grade roster(s), check to be certain the correct term is displayed; if need be, click the Change Term button and select the appropriate term;
select the **Grade Roster Type** (midterm or final);

- select **Not Reviewed** in the **Approval Status** box;
- enter a grade for each student, using the drop down menu;
- click the **Save** button at the bottom of the grade roster;
- if you enter grades of I/ F/ NC/ U/ or UNC, you will be prompted to enter a **last date of attendance** for these students. *after you click Save, the last date of attendance is determined by whether you take attendance (if so, use your attendance records and include the last day the student attended class or took exam). Or, if you do not take attendance, use the last day the student participated in an academic-related activity: turned in a homework assignment, took a quiz/test, participated in a face-to-face or online discussion, etc.**

- select **Approved** in the **Approval Status** box;
- click the **Save** button again.

- **Retention of Grade Books, and Student Exams and Papers**

  Faculty are required to retain grade books, final examinations and other papers not returned to students for at least one year following the completion of the course. Faculty members who are leaving the University at the end of a term should refer to Department policy.

- **Public Posting of Grades**

  Since students can view their midterm and final grades through CheckMarq, it is not necessary for instructors to post grades outside their offices. Such postings are not secure and should be avoided. Students’ grades may **NOT** be posted to individual e-mail accounts. Please, inform students that they can view their midterm and final grades through CheckMarq.

- **Grade Changes**

  If, after the grade has been submitted, the grade must be changed because of a **calculation error**, a “Grade Change Form” should be prepared by the instructor. The form is available on the Faculty Center in CheckMarq. After login to CheckMarq, the link for “Grade Change Form” will appear on the left side of the screen. Once a faculty member clicks on the link, he/she will be required to log in again to access the form. This double layer of security is due to the sensitive nature of the grade change form. After completion of the online form (Note: handwritten grade change forms will not be accepted), please print a hard copy to be signed by the instructor and submit to the College office (Sensenbrenner Hall, Room 103).

  The final grade for the course is the official permanent course grade. Faculty should not accept missed coursework or extra coursework that would alter the final grade once the official course grade has been submitted. A change of grade to “help” a student required to maintain a minimum academic average (e.g., for continued financial aid, academic probation, or enrollment in a particular program) is not permitted.

- **Grade Appeals**

  Students have the right to appeal final course grades which they believe to be in significant error of clearly established written policies, as a result of improper procedures or discrimination. The University’s grade appeal policy, in its entirety, can be accessed online through the 2016-2017 Undergraduate Bulletin at [http://bulletin.marquette.edu/undergrad/academicregulations/#gradeappeals](http://bulletin.marquette.edu/undergrad/academicregulations/#gradeappeals).

  All grade appeal issues should first be discussed between the student and faculty member. If this does not lead to resolution, the student may initiate, in writing, an appeal to the department chair or departmental committee that handles grade appeals. The written appeal must be submitted no later than the deadline for the removal of incompletes, as noted in the [Academic Calendar](http://bulletin.marquette.edu/undergrad/academicregulations/#gradeappeals). If this is not resolved at the departmental
level, the student has the right to appeal the decision of the chair, or ad hoc committee, to the dean. This appeal must be submitted in writing no later than fourteen days from the date of the formal response.

Students should not be sent to the College office until the appeal has gone through a departmental process. Each department is expected to have a written statement of its policy and procedures for grade appeals. This policy should be available to students on the departmental website or in the office.

Questions concerning grade appeals should be addressed to Associate Dean Susanne Foster.

**H. Guidelines for Independent Study- 4995 Courses**

Independent Study (4995) courses offer students the opportunity to engage with increased intensity the study of special topics under the supervision of a faculty member.

These courses may be used to grant credit to students for serving as researchers in faculty labs or on faculty research projects when:

- The student is conducting independent research under the supervision of the faculty member, or
- The type of work done by the student clearly advances his/her educational objectives.

Faculty and students arranging an Independent Study course must complete a 4995 form and include an accompanying syllabus. The form and syllabus should be submitted to the student’s home college office. [http://www.marquette.edu/mucentral/registrar/policy_forms.shtml](http://www.marquette.edu/mucentral/registrar/policy_forms.shtml). Please, adhere to the following guidelines for all 4995 courses:

1. These courses are intended for students conducting independent research, or interpreting or analyzing research data, under the supervision of a faculty member. (A 4995 course is not to be used to grant a student credit for serving merely as a lab assistant or for awarding credit for an internship.)

2. All 4995 courses must be described by a complete syllabus or written course or project plan that contains a clearly articulated set of instructional goals and a detailed plan of assessing whether those goals are achieved.

3. The syllabus must also include a calendar of meetings between faculty and student (including dates and times), the dates for assignment deadlines, as well as assessment and grading methods (including percentages of the total grade represented by each assignment, exam or research paper). The Approval for Independent Study Course 4995 form requires the grading basis to be noted on the form. This should be recorded as- **Regular Grading**.

4. The course must include a culminating writing or research project reflecting the knowledge gained in the course.

5. All 4995 courses must include face-to-face meetings with faculty, in addition to individual reading and research. Distance learning is not acceptable for 4995 courses.
6. These courses are available only to juniors and seniors (exceptions will be granted only in extraordinary circumstances and must be approved by the department chairperson and the associate dean of the college).

7. A 4995 course is available only to a student who has declared a major or minor in the subject area of the course proposed, and who has completed at least 12 credit hours in that department.

8. These courses are not to be used as substitutes for regularly scheduled courses or for fulfillment of requirement of either the University Core of Common Studies or the College of Arts and Sciences B.A. or B.S. curriculum.

9. All 4995 courses are to be taught only by regular full-time faculty. If this is not the case (for example, where a student’s work is done in a laboratory off-campus), departments proposing 4995 credit must ensure academic quality by providing secondary student mentoring by a Marquette faculty member, by requiring a plan for the proposed research, and by requiring a written record of the research results.

10. Departments may establish the maximum number of credit hours earned in 4995 courses which may be applied to a major or minor.

11. Departments may also establish a minimum grade point average for enrollment in 4995 courses (3.000 is recommended), as well as additional guidelines as appropriate.

12. Workload/Contact hour requirements: An Independent Study course based on a 16-week semester must involve a minimum workload of 50 minutes per credit each week (1 credit hour = 50 minutes; 2 credit hours = 100 minutes; 3 credit hours = 300 minutes.

The deadline for approval of 4995 courses by department Chairpersons is (8/31/2016 for the fall semester, and 1/18/2017 for the spring semester). Late requests for 4995’s must be approved by Associate Dean Susanne Foster and will be granted only in extraordinary circumstances.

I. Academic Integrity Policy

The Klingler College of Arts and Sciences adheres to the policies of Marquette University’s Honor Code and Academic Integrity (see below). We believe in prevention through education; accordingly, the faculty of the college takes measures to educate students about the foundational principles of Academic Integrity. The University-wide policy regarding academic honesty is applicable to all courses.

- University Policy on Academic Integrity
  http://bulletin.marquette.edu/undergrad/academicregulations/#academicintegrity

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 cases of personal and academic misconduct.
5. To report any observed breaches of this honor code and academic honesty.

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

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

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

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

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

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

**ACADEMIC MISCONDUCT POLICY**
**Definitions of Academic Misconduct**
Academic misconduct includes, but is not limited to, individual violations, helping another student with any form of academic misconduct, failing to report any form of academic misconduct, or intentionally interfering with the educational process in any manner. Faculty, staff or students who are aware of academic misconduct and fail to report it are considered complicit in these actions. The following sections provide representative examples of academic misconduct. If 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 Director within five business days of obtaining information about an alleged violation. The reporter must include a summary and attach evidence, if any, of the alleged misconduct.
The Academic Integrity Director 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 Director of same. In cases involving more than two students, the investigation period may be extended one day for each additional two students at the discretion of the Academic Integrity Director. The timeline for investigation may be adjusted during periods when students and faculty are away from campus. Once the Investigating Officer informs the Academic Integrity Director of the decision, the Academic Integrity Director or designee 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 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**

The Academic Integrity Director may offer an expedited review, specifying the maximum penalty that could be assigned, if the student has no record of academic misconduct at Marquette University and the Director deems the alleged misconduct minor. Expedited review will not be offered to students in Health Science Professional courses or graduate students alleged to have cheated or committed academic fraud or extensive plagiarism. A copy of the expedited offer will be sent to the student’s college/school office and the faculty member in whose class the misconduct occurred.

The student has two business days to respond to the Academic Integrity Director. If the student accepts responsibility and the penalty, the Academic Integrity Director will send a final letter to the student summarizing the finding and the penalty. At the same time, the Academic Integrity 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 where a student has been found in violation, a copy of the file relating to the alleged misconduct 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 Director for cases that are ineligible for expedited review, all cases in which students request a hearing or cases the Academic Integrity Director deems appropriate. The Board, will generally consist of two faculty, two students and the Dean's Office Designee from the student’s college/school. The Dean's Office Designee will act as the Hearing Board Chair.

- 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 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 Director of any changes to the recommended penalty.

- Within six business days of the hearing, the Academic Integrity Director will inform the student
summarizing the finding and the outcome (i.e., any penalty).

- A copy of the file relating to the alleges misconduct 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.

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 Director within five
calendar days of the notification of the decision. Upon receipt of the appeal the Academic Integrity Director
will convene a review of the student’s actions by the Academic Integrity 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 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.

J. University Policy on Attendance and College FAQ’s
The undergraduate/health science professional attendance policy specifies the role of the student, the instructor and university administrators in cases when students are absent from one or more classes.

Withdrawal from a Course Due to Poor Attendance
Students are responsible for attending all class meetings for courses in which they are registered.* Any absence, regardless of the reason, prevents students from getting the full benefit of the course and, as such, no distinction is made between excused and unexcused absences for purposes of recording attendance.

1. For courses in which attendance is regularly taken, an instructor or college office may withdraw a student from a course due to excessive absences and assign a grade of WA (Withdrawn-Excessive Absences). In these cases, instructors must document the dates of absenteeism.
   - Such action may be initiated, for example, in a 16-week course when the number of class hours missed exceeds twice the number of course credits. As such, a student may be assigned the grade of WA when more than 6 classes have been missed in a 3 credit course, when more than 8 classes have been missed in a 4 credit course and when more than 10 classes have been missed in a 5 credit course.
   - As examples: students who miss more than 6 classes in a 3 credit course that meets 50 minutes, 3 times per week, will be considered to have excessive absences and may be assigned a WA. Likewise, students who miss more than 4 classes in a 3-credit course that meets 75 minutes, 2 times per week, will be considered to have excessive absences and may be assigned a WA.

2. For those courses in which attendance is not taken on a regular basis, an instructor or college office may withdraw a student when it becomes apparent through missed assignments that the student has excessive absences.

   In such cases, a student’s last date of attendance is determined by the last date of participation in an academically-related activity for the course including, but not limited to: an exam or quiz, a submitted assignment, participation in a lab activity, or in computer-assisted instruction.

   Students assume all consequences that ensue as a result of receiving a WA grade. These consequences include, but are not limited to: a delay in graduation, loss of eligibility for certain scholarships or financial aid, loss of full-time student status.
Online Courses and Attendance

Online courses at Marquette University are designed to be highly interactive and collaborative, as authentic learning takes place within a social context. To help ensure an effective learning experience, all students in online courses are expected to participate on a regular basis. Participation is defined as “submitting required work as assigned; being an active contributor and responder to fellow students and the instructor in a timely basis, as set forth by online discussion guidelines in each course.” Failure to participate may be counted toward the number of absences allowed before a WA is assigned as described above.

If technical circumstances prevent a student from entering the course site for a period of time, it is the student’s responsibility to contact the instructor in a timely manner if the student wishes to receive credit for any missed online activities.

Additional Attendance Policies

The above two sections represent university attendance standards. Each undergraduate college may enforce additional attendance policies for certain courses; consult your college handbook, college section of the current bulletin, or the individual course syllabus/attendance policy for more information.

Extended Absences

In the event that the student will be gone for an extended period, where two weeks or more classes will be missed, the student or a family member, if the student is unable, should communicate with the college office as soon as possible. The student may explore options, such as incomplete grades, withdrawing from the class, or seeking a medical withdrawal. These options may not be available in every case and should be pursued before the student is withdrawn for excessive absences. Once a WA is entered for a course, these options are no longer available. The University deadline for withdrawal is published in the Academic Calendar.

Making up Work from a Missed Class

In the case of missed assignments, the University makes a distinction between reasons for absences. In the case of absences due to legal obligations, religious observance, or participation in Division 1 athletics and other university sanctioned events, if documented in advance, students should be given the opportunity to make up class examinations or other graded assignments that are missed, where possible.

Students should consult faculty and the respective syllabus for their policies regarding makeup work. Faculty may allow students to make up the missed work, where possible, if the absence is due to officially sponsored university activities (e.g., band or presenting a paper at a conference), hospitalization, the death or acute illness of an immediate family member (e.g., parent or caregiver, sibling, spouse, or child), mandatory admission interviews for professional or graduate school, or post-graduate employment interviews that cannot be rescheduled, required participation in military duties including required ROTC training and medical examinations or similar serious reason. Faculty may require documentation.

The manner in which the work will be made up is left to the discretion of each individual faculty member. The opportunity to make up work is considered a privilege, not a right.

It is recognized that sometimes an exam or graded assignment is impossible to make up. Some faculty may assign collaborative projects that depend on other classmates, or oral presentations that incorporate questioning by the entire class, or may use evaluative methods that cannot easily be replicated by the instructor. This policy does not prohibit any member of the faculty from making the determination that
certain course work cannot be made up. Faculty who intend to deny the opportunity to make up certain exams or projects because of absences resulting from legal obligations, religious observance or university sanctioned activities and related travel, must inform the student of these consequences (reduced grade or otherwise) in writing, at the beginning of the class (preferably in the course syllabus).

In the event that a student is absent for reasons specified above (e.g., representing the university) and the instructor issues some portion of the grade on the basis of participation or, more directly, attendance, it is impossible for the student to directly “make up” the work. In these cases, faculty should recognize that the student’s grade should not be penalized for the absence. Except in cases of field experience, practicums, student teaching, clinicals, or clinical internships, the student should be given the opportunity to achieve the same grade based on a smaller number of classes or some alternative means of making up the points missed.

Student and Faculty Responsibilities Regarding Attendance and Makeup Work

The following responsibilities are outlined in order to minimize the difficulties for both students and instructors caused by absences due to legal obligations, religious observance or university sanctioned activities and related travel:

**Students:**

1. Students are responsible for attending all class meetings for courses in which they are registered.

2. Students should make every effort to schedule classes that will minimize conflicts caused by foreseeable activities and related travel.

3. Since it is up to each student to understand and abide by each instructor’s policy on issues related to attendance, students should consult the instructor if any portion is not understood.

4. Students should provide written notification of all scheduled events (e.g., dates of religious observance or scheduled travel for intercollegiate athletics), including a schedule of all activities and related travel to all their instructors within the first two weeks of each semester.

5. Students should provide written notification of all other absences as soon as possible for events not foreseen at the beginning of the semester. (e.g., extended athletic seasons, hospitalization). If the student wishes to make up work, documentation may be required by the professor and should be turned in to the professor for absences less than a week and to the college office for absences of a week or longer. **

6. Students should obtain any class notes or other course material missed due to these absences, prior to taking any subsequent examinations or submitting any subsequent graded assignments.

7. Students should make arrangements with the instructor to make up any missed work that can be made up, prior to any foreseeable absences and as soon as possible for any unforeseeable absences.

8. Regardless of the reason for the absence, students are responsible for learning what happened in class. 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.

9. Students are responsible for monitoring their absences during the term.
Faculty:

1. Faculty have a responsibility to meet every class period during the semester or term. Faculty should make every effort to seek coverage from another faculty member, if they cannot hold class because of professional travel or short term illness.

2. Faculty should determine and notify students in writing the first day of class, preferably in the course syllabus, if any component of the grade is based on attendance and/or participation and whether or not the opportunity to make up missed work, including assignments, quizzes, examinations and so forth, will be provided.

3. If faculty allow some or all assignments to be made up, they should specify the conditions students must meet to be given the opportunity to make up missed work.

4. If a faculty member does not provide information about make up work in writing, students can expect to be given a reasonable amount of time to complete work that is missed as a result of being absent due to serious reason (see above).

5. Faculty should consult the Office of Campus Ministry’s list of major religious holidays likely to affect Marquette students. Please note that this is not an exhaustive list. Faculty are encouraged to accommodate students who are participating in bona fide religious observances whether or not the observance is included on the Campus Ministry list.

6. While the University does not require faculty to take attendance, if any part of the course grade is based on attendance and/or participation, the faculty member should keep thorough documentation of class attendance.

7. When it is determined that a student is approaching the maximum number of absences, faculty should communicate with the college office and the student.

* While instructors begin to deliver course content from the first day of class and students are expected to attend all the classes for which they are registered, the University allows students to add classes until the close of registration, as published in the academic calendar. The obligation to attend class begins once a student is registered for a class. Students are not considered absent and the expectation is that students will be allowed to make up any graded work that was given before the student enrolled.

** The Marquette University Medical Clinic does not provide documentation of illness, or of a visit to the Medical Clinic though they may provide information to students whose illness may require temporary accommodation (e.g., concussion). Likewise, college and other university offices (e.g., the Counseling Center and Student Affairs) do not provide documentation of an absence on behalf of the student.

College FAQ’s on Attendance Policy from the Undergraduate Bulletin:

1. What recourse is there for instructors if proof of illness or other reasons for an absence is no longer required?

   - The university attendance policy no longer makes a distinction between excused and unexcused absences, except for the following three exceptions:
     - Absences resulting from legal obligations (such as jury duty).
     - Absences due to religious observances.
Absences resulting from university sanctioned activities and related travel.

The consequence for absences of any kind must be clearly stated in the instructor's written attendance policy (presented in the course syllabus) and students have the responsibility to notify the instructor well in advance of any absence of which they are aware.

2. *Can instructors require documentation from the student for an absence?*

   • It is the instructors' prerogative to determine how absences will be handled; however, this information is expected to be articulated in the written attendance policy (preferably in the syllabus) for the class. For those instructors who do not incorporate this information into the attendance policy, it is assumed students will not be required to provide excuses for absences. Note: the Marquette University Medical Clinic (formerly, Student Health Services) does not provide written excuses for students.

3. *Why can't the College office provide documentation to the instructors for absences?*

   • Students are responsible to attend class and to work with the instructors when attendance is not possible. The College office has no better knowledge of the reason for the absence than does the instructor, nor is it the responsibility of the College office to research this and provide an excuse for absences. This is the responsibility of students.

4. *Will the College office continue to send notifications to instructors regarding prolonged absences by students?*

   • When contacted by students, the College office may choose to send instructors a notification regarding unavoidable absences, if the absence is going to be more than one week. Each College will determine the best course of action to take; however, it is still up to the student to follow the written attendance policy to make-up assignments, if allowed, just as it is for a single absence.

5. *Do students need to make arrangements with the College office and/or provide a letter when a final examination is missed?*

   • The policy no longer makes a distinction between a final examination and any other classroom assignment and/or examination. Students must notify the instructor and make arrangements for any make-up examination. The College office does not need to be notified, or approve a make-up for a final exam. The process for and/or ability to make-up examinations is expected to be articulated in the written attendance policy (preferably in the syllabus) for the class. For those instructors who do not incorporate this information into the attendance policy, it is assumed that the student may make-up an examination, including a final examination.

6. *How does arriving late or leaving early from a class impact the attendance policy?*

   • It is the instructor's prerogative to determine the impact for students who arrive late or leave early from class; however, instructors are also expected to articulate this information in the written
attendance policy (preferably in the syllabus) for the class, e.g., a lower participation grade. For those instructors who penalize students for coming late, or leaving early, a note must be made on their attendance record distinguishing this from class absence. For those instructors who do not incorporate this information into the attendance policy, it is assumed the student may arrive late/leave early without penalty.

7. **Are instructors required to ‘withdraw a student for excessive absences’ (WA grade) if the student has exceeded the number of allowable absences in the course?**

- For clarity of grading, and as required by Financial Aid, instructors are encouraged to give the ‘WA grade’ for excessive absences; however, it is the instructors’ prerogative to determine if the WA grade will be given. Regardless, this information is expected to be articulated in the written attendance policy (preferably in the syllabus). For those instructors who do not incorporate this information into the attendance policy, it is assumed the student will not be withdrawn for excessive absences.

8. **How do instructors who do not take attendance withdraw a student for excessive absences?**

- If instructors, who do not take attendance, intend to withdraw students for excessive absences this must be articulated in the written attendance policy (preferably in the syllabus) for the class. Absences can be determined by utilizing the same ways in which a faculty determines the Last Date of Attendance (page 27) of a student, as outlined in the policy, i.e., not turning in graded work. For those instructors who do not incorporate this information into their attendance policy, it is assumed the student will not be withdrawn for excessive absences.

9. **Are instructors required to give students a warning about the number of absences, before submitting a withdrawal form?**

- Students are responsible for keeping track of their own absences. A warning does not have to be given by instructors to students regarding absences; however, it is advisable that, in the written attendance policy (preferably the syllabus), the instructor inform students whether or not a warning will be given.

10. **How do I withdraw a student for excessive absences (with the WA grade)?**

- Fill out the appropriate college form (Instructor’s Absence Report Form). Faculty should contact the Administrative Assistant in their Department Office to obtain this form. Other questions about the WA grade/form may be directed to Ms. Peggy Jones, Office Assistant, in the College Office peggy.jones@marquette.edu.

11. **What documentation do instructors need when completing the appropriate college form to facilitate a WA grade?**

- Provide the documentation required by your College office, which includes dates of absences by the student and the Last Date of Attendance.
12. Do I assign the WA grade?

- The WA grade is assigned by your College office based on the form which you fill out and submit (Instructor’s Absence Report Form). Faculty should contact the Administrative Assistant in their Department Office to obtain this form. Other questions about the WA grade/form may be directed to Ms. Peggy Jones, Office Assistant, in the College Office peggy.jones@marquette.edu.

13. Am I required to WA a student who has excessive absences in my course?

- A faculty member is not required to warn a student about the number of absences he/she has in the course (the student should keep track of this), nor to WA a student from the class. However, it is best to include a statement in the syllabus stating that a student will be (or not) WA’d for excessive absences.

14. What should I do if a student has excessive absences after the College’s WA deadline?

- If the faculty member takes attendance and enforces an attendance policy for his/her course, he/she should include in the syllabus a statement that would address this situation: “Students who have (x) or more absences may be Withdrawn for Excessive Absences (WA) by the deadline of 11/18/2016 in the fall semester or 4/18/2017 in the spring semester. If a student exceeds this number of absences after this deadline, the course final grade will be lowered ½ a letter grade (A to AB, etc.) per absence above (y) absences.” This is just an example, and would depend on the instructor. However, if a grade will be lowered due to attendance, this must be explained in the syllabus.

15. How does this policy apply to hybrid classes?

- This policy applies to all courses, including hybrid courses. For the online portion of a hybrid course, instructors should refer to the online section of the attendance policy (page 28).

II. Policies Related to Academic Advising

Academic advising is an integral part of a student’s educational experience. Accordingly, all faculty are expected to be able to provide accurate factual information concerning College and University curricular requirements (this information is available in the Undergraduate Bulletin http://bulletin.marquette.edu/undergrad/helenwayklinglercollegeofartsandsciences/specialacademicprograms/). Additional assistance can be obtained from the College’s Advising Center at 414-288-5989.

A. Pre-Major Academic Advising

Pre-major academic advising is provided to all Arts and Sciences students either through the College Advising Center or by volunteer faculty. Students will experience pre-major advising in one of two ways:

- **Arts and Sciences Advising Center** (http://www.marquette.edu/as/advising_index.shtml)
  Staffed by a number of full-time and part-time professional academic advisors, the Advising Center serves a large number of assigned students as well as any others requiring special support. It serves as a primary
resource for all faculty advisors, as well as for referrals in individual cases. The staff includes advisors specializing in advising for pre-health professions, pre-physical therapy and pre-law tracks. Advising conferences with students are generally arranged by appointment; faculty inquiries are welcome at any time. The Arts and Sciences Advising Center, located in Sensenbrenner Hall, Room 005, is directed by Senior Assistant Dean Mary Minson 414-288-5989.

- **Faculty Pre-Major Advising**
  Arts and Sciences faculty volunteer to advise approximately five students until they declare their major. Faculty members are expected to meet with their advisees two to three times per semester during the student’s first year.

- **B. Major Advising**
  After students formally declare an academic major, their department or program assigns to each an academic advisor, usually a faculty member. Major advising is supervised directly by each program. Students typically declare a major by the end of their sophomore year. If students double major, they will be assigned an advisor in each major discipline housed in the College and should be encouraged to meet with each advisor. In order to register, students in Arts and Sciences must meet with their advisor who will sign their Verification of Advising card so that they are allowed to register for classes.

- **C. Resources for Advisors and Advisees**
  Students can view class schedules, course offerings, advisement reports, transcripts, and grades through CheckMarq. Faculty and other advisors can also view information about their own advisees in CheckMarq. Please, remind students that CheckMarq is a good registration tool and a convenient way to stay informed about their academic records, including transfer credits and progress to degree.

- **Arts and Sciences Advising Center** ([http://www.marquette.edu/arts-sciences/advising.php](http://www.marquette.edu/arts-sciences/advising.php))
  Please, feel free to phone the Arts and Sciences Advising Center 414-288-5989 for assistance when advising students with academic problems. The Advising Center offers workshops each semester that address such topics as:
  - stress management,
  - major exploration,
  - study skills,
  - test-taking techniques,
  - time management.

  Please encourage your students to take advantage of these resources and to sign up for these practical workshops that might assist them in these areas (414-288-5989).

- **University Counseling Center** ([http://www.marquette.edu/counseling/](http://www.marquette.edu/counseling/))
  Students often view faculty as their first source for advice and support. Faculty, because of the frequency and nature of their involvement with students, often recognize problems students are having that go beyond the academic realm. When the counseling needs of the student extend beyond a faculty member’s comfort zone, the student should be referred to the Counseling Center. Common signs of student distress which warrant a referral to the Counseling Center include reference to the following:
  - suicide,
  - depression,
sudden changes in behavior patterns or unusual behavior,
• emotional blocks to learning,
• significant life changes and crises,
• eating problems,
• sleep problems.

The Center can also provide professional advice to faculty concerning the academic and personal adjustment of students.

The option to accept or refuse counseling is left up to the student, except for emergencies that involve concern regarding safety to self or others. If the student agrees to the referral, call the Counseling Center 414-288-7172 to make an appointment while the student is present. If appropriate, suggest to the student that, with his or her permission, you will give information to the counselor about the nature of the problem. Follow up with the student at a later date to show your continued interest even if he or she did not accept a referral.

- **Tutoring and Student Academic Support** [http://www.marquette.edu/oses/](http://www.marquette.edu/oses/)

Academic support services are available through the Office of Student Educational Services (OSES). Tutoring services designed to help students develop the skills necessary to meet the demands of the Marquette curriculum are provided free of charge by the Office of Student Educational Services. Students are assigned to small group tutoring sessions when the office receives a minimum of three requests for the same subject/instructor. Tutors are available for a wide variety of courses including sciences, mathematics, and foreign languages. The Office of Student Educational Services also provides a current guide to departmental tutoring.

Other support services offered by OSES include college success guidance: Time management, study skills, test taking strategies, individual study skills guidance, and student retention services. The Office of Student Educational Services is located in Coughlin Hall, First Floor. During the fall and spring semesters, the office is open Monday - Thursday, 8:00 a.m. to 9:00 p.m.; Friday, 8:00 a.m. to 4:30 p.m.

**D. Policies Relevant to Advisors and Advisees**

- **Transfer Credits**

  The approval of non-Marquette University courses requires students to complete a form which is available on the College web page [http://www.marquette.edu/arts-sciences/about-forms.php](http://www.marquette.edu/arts-sciences/about-forms.php) (External Transfer Course Request: Undergraduate). Students should follow the instructions on the External Transfer Course Form and submit the form directly to Marquette Central using one of the options listed on the bottom of the form, allowing 5-7 business days for courses to be evaluated. Students should not take approval forms directly to individual departments. The Records Office will email the student once the course has been evaluated. Courses for which there are no Marquette equivalents are designated with special course numbers. While the credits for such courses will be accepted, these courses may not fulfill specific University requirements.

- **Credit by Marquette Examination and the College Level Examination Program**

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

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

In addition, there are other policies relating to these two exams:
Students must register for MCBE or CLEP and take these exams before the end of their second semester at Marquette. This deadline excludes the summer term.
http://www.marquette.edu/mucentral/registrar/faculty/MarquetteCreditbyExam.shtml

Note: Students enrolled in the Undergraduate Professional Studies Program are exempt from this restriction.

1. Courses available for MCBE or CLEP are determined by the college in which the subject matter resides and students wishing to take a MCBE or CLEP credit must submit a request for such an examination to that college office. The decision of the college is final.

2. To qualify for a MCBE or CLEP exam, students must be:
   • A degree-seeking Marquette student.
   • Registered for other courses at Marquette for the term in which the exam is requested.

3. A student may not earn credits via the MCBE or CLEP for courses they have previously taken or audited (regardless of the institution at which the course was taken).

4. MCBE or CLEP may not be taken in any subject matter more elementary than that for which the student is currently enrolled and/or for which the student has previously received credit or been placed into.

5. The student must pay a fee for the MCBE credits prior to taking the exam.

6. A grade of “C” or better must be earned on the MCBE for credit to be awarded; if less than a C is earned, the MCBE will be recorded on the student’s record, indicating that no credit was earned.

7. CLEP credit awards are determined by the score earned (see the Admissions section of the Undergraduate Bulletin).

8. MCBE and CLEP can only be attempted once for any course.

9. A maximum of 30 credits may be earned through MCBE and/or CLEP.

- **Study Abroad Credits**

  Students must have their courses approved prior to studying abroad. The "Study Abroad Course Approval" form is available from the Office of International Education (OIE), Holthusen Hall, fourth floor, or online at http://www.marquette.edu/abroad/documents/CourseApprovalForm5-17-2016-fillable.pdf . If course descriptions are needed, to accompany the form, the College Records Office will notify the student by email. Students should not take study abroad course approval forms directly to individual departments. Marquette equivalents for courses taken abroad from year to year are listed in a database. Contact the Office of International Education for details. http://www.marquette.edu/abroad/where.shtml

- **Repeated Courses -- University Repeat Policy**

http://bulletin.marquette.edu/undergrad/academicregulations/#repeatedcourses

The policy has changed as follows:

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 ADW, AU, AUA, NC, W, WA, UW, U, UNC, UY or F has been earned may be repeated until a passing grade is earned. Once that passing grade is earned, the 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. (See Grading System in this bulletin - where D, CR, S, SNC or SY are considered passing grades, thus a D or above, a CR, S, SNC, or SY are all considered passing grades for the purposes of this policy.)

8. As an exception to the regulation, these courses allow unlimited repeats: colloquiums, continuation placeholder, co-ops, independent study/research, internships, practicums/clinical/field work experience, seminar/reading, studio/workshops, study abroad and variable title courses (e.g., topics).

Credit hours earned in a repeated course 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 ADW, AU, AUA, 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 take a course again, after the first repeat, he/she must petition the college office. This petition will be granted only if the request adheres to the repeat policy above. The request to repeat must be filed using the Request Permission to Repeat a Course form.

Repeat Grades on Transcript:
Both the original course grade and the repeated grade are recorded on the student’s record; however, only the most recently completed course grade is calculated into the student’s cumulative QPA. If a student withdraws from a repeated course, the earlier grade will count in the calculation of his or her cumulative QPA.

Credits Earned for Repeat Courses:
Students will earn credit only once for the same course, regardless of the number of times they take it.

- **Waivers (College and UCCS waivers)**
Waivers for general degree requirements (e.g., upper-division hours, senior residency) or for University Core of Common Studies requirements can be requested from the College Records Office. Students are required to complete a “College Waiver Request” form (available on the Arts and Sciences website at http://www.marquette.edu/arts-sciences/about-forms.php) and to provide a full explanation of the reasons for their request. The College Records Office reviews waiver forms and will note the decision on the form. Copies are emailed to the students.
Departmental Waivers (for the Major and Minor):
Students seeking waivers or exceptions (e.g., CD/D grades, course substitutions, etc.) for courses in their majors or minors should be directed to their department office. Students are required to complete a “Major/Minor Waiver Request” form that is available at department offices, or online at http://www.marquette.edu/arts-sciences/about-forms.php. Further questions regarding waivers can be directed to the College Records Office 414-288-5316.

E. Individualized Interdisciplinary Majors and Minors

Students interested in pursuing interdisciplinary majors or minors, not represented among the College’s programs detailed in the Undergraduate Bulletin, may propose an individual program of study of their own design. The guidelines and application form can be found online at the Arts and Sciences webpage http://www.marquette.edu/arts-sciences/. Locate via: ACADEMIC FORMS - INTERDISCIPLINARY MAJOR/MINOR FORM (INDIVIDUALIZED). Students should complete the form along with a written proposal and submit the paperwork for academic review by the College. The criteria for approval include: 1) appropriateness of the objectives; 2) academic coherence of the proposal; 3) availability of a substantial body of courses upon which the program is to be built, and an appropriate balance of credits between lower-division and upper-division courses; 4) assurance of appropriate faculty supervision; and 5) the student's likelihood of success in completing the program.

Students considering this option should contact Associate Dean Susanne Foster at susanne.foster@marquette.edu Office Phone: 414-288-5310.

F. Confidentiality of Student Records [FERPA]

http://www.marquette.edu/mucentral/registrar/policy_ferpa.shtml

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law governing the confidentiality of and access to student education records. In general, faculty cannot release any student information to anyone but the student, including the student’s parents, unless the student has signed a release form. The entire FERPA policy can be found on the Office of the Registrar’s webpage (see link above), in the Marquette Student Handbook and in department offices. Please contact the Dean’s Office with questions relating to confidentiality.
SESSION 1, Spring 2017 - MIDTERM Exam Information

The University requires that midterm grades be assigned to students in most undergraduate courses and that these grades be based on appropriate written evidence of achievement. Midterm grades are assigned mid-way through the fall and spring term, as per the deadline in the University Academic Calendar. The undergraduate courses in which faculty have the option to assign a midterm grade are these: Exchange; Ensemble; Marquette-Led Study Abroad; Workshop/Institute/Studio; Practicum/Clinical/Field Experience/Student Teaching; Internship/Externship; Independent Study/Research; Senior Capstone; Senior Project; Senior Thesis. If midterm grades will be assigned in these courses, the instructor will include this information in his/her syllabus distributed at the beginning of the term.

Midterm exams are scheduled during the regular lecture period on the exam day listed below. The midterms are designated by the days of the week that the lecture meets and the hour the lecture begins. For example: a class that meets during the term on MWF and begins at 10 a.m., has its midterm exam on Monday, March 6, from 10-10:50 a.m.

<table>
<thead>
<tr>
<th>Monday, March 6</th>
<th>Tuesday, March 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm exams are scheduled for lectures that start:</td>
<td>Midterm exams are scheduled for lectures that start:</td>
</tr>
<tr>
<td>• Monday-Wednesday-Friday at 10 a.m.</td>
<td>• Tuesday-Thursday at 8 a.m.</td>
</tr>
<tr>
<td>• Monday-Wednesday-Friday at 1 p.m.</td>
<td>• Tuesday-Thursday at 2 p.m.</td>
</tr>
<tr>
<td>• Monday-Wednesday-Friday at 4 p.m.</td>
<td>• Tuesday-Thursday at 3:30 p.m.</td>
</tr>
<tr>
<td>• Monday-Wednesday at 3:30 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wednesday, March 8</th>
<th>Thursday, March 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm exams are scheduled for lectures that start:</td>
<td>Midterm exams are scheduled for lectures that start:</td>
</tr>
<tr>
<td>• Monday-Wednesday-Friday at 8 a.m.</td>
<td>• Tuesday-Thursday at 9:30 a.m.</td>
</tr>
<tr>
<td>• Monday-Wednesday-Friday at 11 a.m.</td>
<td>• Tuesday-Thursday at 11 a.m.</td>
</tr>
<tr>
<td>• Monday-Wednesday-Friday at 2 p.m.</td>
<td>• Tuesday-Thursday at 12:30 p.m.</td>
</tr>
<tr>
<td>• Monday-Wednesday at 2 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Friday, March 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm exams are scheduled for lectures that start:</td>
</tr>
<tr>
<td>• Monday-Wednesday-Friday at 9 a.m.</td>
</tr>
<tr>
<td>• Monday-Wednesday-Friday at 12 Noon</td>
</tr>
<tr>
<td>• Monday-Wednesday-Friday at 3 p.m.</td>
</tr>
</tbody>
</table>

Session 1 - Laboratory, quiz or discussion sections:
If any course has an associated laboratory, quiz, or discussion section the instructor is free to schedule the examination during that period.

Session 1 - All evening (4 p.m. or later) and weekend classes:
Midterms are given during the last class session of the midterm week, March 6-10.
**Final Examination Schedule for Spring 2017 – Session 1 (Regular Academic Session – Term 1530)**

<table>
<thead>
<tr>
<th>Exam Day</th>
<th>Exam Period</th>
<th>Monday 5/8 (Tu-Th)</th>
<th>Tuesday 5/9 (M-W-F)</th>
<th>Wednesday 5/10 (Tu-Th)</th>
<th>Thursday 5/11 (M-W-F)</th>
<th>Friday 5/12 (M-W-F)</th>
<th>Saturday 5/13 (All Saturday-only Classes)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8:00 a.m. to 10:00 a.m.</td>
<td>10:30 a.m. to 12:30 p.m.</td>
<td>1:00 p.m. to 3:00 p.m.</td>
<td>3:30 p.m. to 5:30 p.m.</td>
<td>5:45 p.m. to 7:45 p.m.</td>
<td>8:00 p.m. to 10:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Monday 5/8</td>
<td>Tu-Th 10 a.m.</td>
<td>Tu-Th 2 p.m.</td>
<td>M-W-F 11 a.m.</td>
<td>M 4:00 &amp; 4:30</td>
<td>M-only 5:00 to 5:45</td>
<td>M-only 6:00 to 7:00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>*ACCO 1030</td>
<td>*MEEN 3250</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>*ACCO 1031</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday 5/9</td>
<td>M-W-F 10 a.m.</td>
<td>Tu-Th 12 noon</td>
<td>Th 4:00 &amp; 4:30</td>
<td>W 4:00 &amp; 4:30</td>
<td>Tu-only and</td>
<td>Tu-only and</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>*FINA 3001</td>
<td>Tu &amp; Th 5:00 to 5:45</td>
<td>Tu &amp; Th 6:00 to 7:00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>W-only</td>
<td>*SPAN 1002</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>and</td>
<td>*SPAN 1003</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>Tu-Th 9 a.m.</td>
<td>M-W-F 2 p.m.</td>
<td>M-W-F 8 a.m.</td>
<td>M 4:00 &amp; 4:30</td>
<td>M 5:00 to 5:45</td>
<td>W 6:00 to 7:00</td>
<td></td>
</tr>
<tr>
<td>May 10</td>
<td></td>
<td></td>
<td></td>
<td>*ENGL 1001</td>
<td>&amp; W</td>
<td>W-only</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>*ENGL 1002</td>
<td>and</td>
<td>and</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>M &amp; W</td>
<td>M &amp; W</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5:00 to 5:45</td>
<td>6:00 to 7:00</td>
<td></td>
</tr>
<tr>
<td>Thursday 5/11</td>
<td>Tu-Th 3 p.m.</td>
<td>M-W-F 12 noon</td>
<td>M-W-F 9 a.m.</td>
<td>Tu-Th 1:00 p.m.</td>
<td>Th-only 5:00 to 5:45</td>
<td>Th-only</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6:00 to 7:00</td>
<td>6:00 to 7:00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday 5/12</td>
<td>M-W-F 3 p.m.</td>
<td>M-W-F 1 p.m.</td>
<td>Tu-Th 8 a.m.</td>
<td>Tu-Th 11 a.m.</td>
<td>F 4:00 &amp; 4:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday 5/13</td>
<td>All Saturday-only Classes</td>
<td>RESERVED for special examinations, resolution of conflicts, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

An asterisk (*) indicates a common examination scheduled for ALL sections of the course.

**Policy Notes:**

1. No examinations may be scheduled by the faculty in the week preceding final examination week.
2. Any changes in this examination schedule must be approved by the Office of the Provost.
3. When a conflict is found in the examination schedule (i.e., two examinations scheduled for the same period), it should be reported to the college/school in which you are enrolled.
4. An alternative examination time for an individual student's convenience is not permitted. For those extreme situations that may warrant an exception, the student must confer with the faculty. Any change of the examination time in this instance is at the discretion of the faculty.

... (over, please)
5. No student is required to take more than three final examinations in one day, as long as these exams are not a team presentation, a take home final or a final paper. Students in this circumstance should contact their college office to reschedule one exam. The exam to be rescheduled is at the discretion of the college.

6. Changes because of emergency situations (i.e., the university closing because of inclement weather, power outage, etc.) will be resolved by the Office of the Provost.

7. The **Schedule of Classes Review/Exam Request form** (campus restricted) can be used by the colleges and academic departments to request an alternative classroom for the final exam should the instructor wish to offer the exam in a different classroom than the one in which the class is held. NOTE: days and times may not be changed.

8. To arrange for ADA final exam room accommodations, faculty must contact the **Office of Disability Services** no later than five business days before the scheduled examination. Questions? Contact Marquette Central at (414) 288-4000.

   Questions? Contact Marquette Central at 414.288.4000.
ACADEMIC CALENDAR FOR FALL 2016 - IMPORTANT DATES TO REMEMBER

FIRST SEMESTER/TERM 1520

AUGUST 29 THROUGH DECEMBER 17, 2016 (16 WEEKS)

August 29 Monday Classes Begin/Your Preliminary Class Roster(s) is available in CheckMarq
August 31 Wednesday Last Day to Submit Independent Study Forms (4995 forms) to College Office
Sept. 5 Monday Labor Day Holiday / Classes Excused
Sept. 6 Tuesday 12 Midnight – Late Registration Ends

ALSO:
- Last Day to Add/Swap a Class
- Last Day to Drop a Class without Grade of “W”
- Last Day for CR/NC Grading Option (credit/no credit)
- Last Day to Change to Audit Status “AU”

Sept. 7 Wednesday Print and Review your FINAL Class Roster(s) via CheckMarq.

Oct. 7 Friday University Deadline for Students to Clear Temporary Grades (I-incomplete) from the Spring 2016 and Summer 2016 Terms.
- Deadline to Appeal a Final Grade Assigned from the Spring 2016 and Summer 2016 Terms


Oct. 20-23 Thurs-Sun Mid-Semester Break / Classes Excused

Oct. 21 Friday Deadline for College Office to submit all Temporary Grade Changes (I grade) to the Office of the Registrar (from Spring 2016 and Summer 2016 terms).

Oct. 24 Monday Classes Resume

Oct. 25 Tuesday 12 Noon Mid-Semester Grades (Enter in CheckMarq and Save in “Approved Status”)

Oct. 31-Nov. 4 Mon-Fri Advising for Spring 2017 Term

Nov. 18 Friday Last Day for Students to Withdraw – “W”

Nov. 18 Friday Last Day for Instructors to Assign “WA” (withdrawal for absences)

Nov. 23 - Nov. 27 Wed-Sun Students Excused from Classes for the Thanksgiving Holiday

Nov. 28 Monday Classes Resume

Dec. 10 Saturday Last Day of Regular Classes for Session 1

Dec. 12-17 Mon-Sat Final Examinations http://www.marquette.edu/mucentral/registrar/cal_fall16exams.shtml

Dec. 20 Tuesday 12:00 Noon All Final Grades (Enter in CheckMarq and Save in “Approved Status”)

Dec. 18 – Jan. 16, 2017 No Classes for Students / Winter Break

Klingler College of Arts and Sciences – Faculty Guide to College Policies
# Academic Calendar for Spring 2017 - Important Dates to Remember

**Second Semester/Term 1530**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 16</td>
<td>Monday</td>
<td>Dr. Martin Luther King, Jr. Holiday / No Classes</td>
</tr>
<tr>
<td>Jan. 17</td>
<td>Tuesday</td>
<td>Classes Begin for Spring Term / <strong>Preliminary Class Rosters</strong> are available in CheckMarq</td>
</tr>
<tr>
<td>Jan. 18</td>
<td>Wednesday</td>
<td>Last Day to Submit Independent Study Forms (4995 forms) to College Office</td>
</tr>
<tr>
<td>Jan. 25</td>
<td>Wednesday</td>
<td>12 Midnight - Late Registration Ends</td>
</tr>
</tbody>
</table>

  **ALSO:**

  - Last Day to Add/Swap a Class
  - Last Day to Drop a Class without Grade of “W”
  - Last Day for CR/NC Grading Option (credit/no credit)
  - Last Day to Change to Audit Status “AU”

| Jan. 26    | Thursday  | Print and Review your **FINAL Class Roster(s)** via CheckMarq.        |
| Feb. 17    | Friday    | University Deadline for Students to Clear Temporary Grades (I-incomplete) from the Fall 2016 Term. |

  - Deadline to Appeal a Final Grade Assigned from the Fall 2016 Term

| Mar. 3     | Friday    | Deadline for College office to submit all temporary grade changes (I grade) to the Office of the Registrar (from Fall 2016 term). |
| Mar. 6-10  | Mon.-Fri. | **Mid-Semester Examinations** (View exam schedule, online, at Marquette Central). |
| Mar. 14    | Tuesday   | 12 Noon **Mid-Semester Grades** (Enter in CheckMarq and Save in “Approved Status”). |
| Mar. 12-19 | Sun.-Sun  | Spring Break / Classes Excused                                         |
| Mar. 20    | Monday    | Classes Resume                                                          |
| Mar. 20-24 | Mon.-Fri. | Advising for the Fall 2017 Term                                          |
| Apr. 3     | Monday    | Arts and Sciences “Majors Fair” held at the Alumni Memorial Union       |
| Apr. 13-17 | Thur.-Mon.| Easter Break                                                            |
| Apr. 18    | Tuesday   | Last Day for Students to Withdraw – “W”                                  |
| Apr. 18    | Tuesday   | Last Day for Instructors to Assign “WA” (withdrawal for absences)       |
| May 6      | Saturday  | Last Day of Regular Classes for Session 1                               |
| May 8-13   | Mon.-Sat. | **Final Examinations** (View exam schedule, online, at Marquette Central) |
| May 16     | Tuesday   | 12 Noon **All Final Grades** (Enter in CheckMarq and Save in “Approved Status”). |
| May 15-19  | Mon.-Fri. | Senior Week                                                             |
| May 20-21  | Sat.-Sun. | Baccalaureate Mass and Commencement                                      |
INDEX

A
Absences, Division 1 Athletics/Other MU Sanctioned Events, 28
Absences, Legal Obligations, Religious Observance, 28
Academic Calendars, 42-43
Academic Integrity (University Policy), 20
Academic Integrity Best Practices, 22
Academic Integrity Director, 24
Academic Integrity Executive Committee, 26
Academic Integrity Tutorial, 23
Academic Integrity, Student Appeals, 26
Academic Misconduct, (definitions of), 23
Arts and Sciences Advising Center, 33
Assessment/Grading Methods/Grading Scale, 10
Assigned Classrooms, 12
Attendance and Makeup Work, 29
Attendance Policy, 27
Auditing a Course, 12

C
Changing Final Exam, 14
CheckMarq, 7, 11, 15, 16, 17, 18, 34
Class Meeting Times, 8
Class Rosters, 11
Classroom Changes, 12
Closed Courses, 11
College Administration, 2-6
College Assigned Grades, 17
Confidentiality of Student Records (FERPA), 38
Copyright Issues, 7
Counseling Center, 34
Course Enrollment, 11
Course Learning Objectives, 9
Course Repeats, 36
Course Requirements, 10
Course Syllabus, 9
Credit by Exam, 35

D
D2L (Desire to Learn), 7, 9
Declaring an Academic Major, 34
Departmental Waivers, (for the major and minor), 38

E
End-of-Semester Grades (Final Grades), 15
Entering Grades into CheckMarq, 17
Extended Absences, 28

F
Faculty Absence from Class, 8
Faculty Center (in CheckMarq), 7
Faculty Office Hours and Availability, 8
Faculty Pre-Major Advising, 34
Fall Semester Calendar- 2016, 42
FAQ’s (attendance), 30
FERPA, 38
Final Class Rosters, 11
Final Exam, (changing of), 14
Final Examination Schedule, 40
Final Grades, 15

G
Grade Appeals, 18
Grade Change Form, 18
Grades, 14
Grades (College Assigned), 17
Grades (entering into CheckMarq), 17, 42, 43
Grades Needing (LDA) Last Date of Attendance, 18
Grades with Specified Conditions, 16
Grading Criteria, 10
Grading Scale, 10
Grading System, 15
Graduate Courses, 10
Honor Code, 21
Honor Pledge, 21

I
Independent Study (4995) Courses, 19
Individualized Interdisciplinary Majors and Minors, 38

L
Last Date of Attendance (LDA), 17
Library Reserve Policy, (ARES), 7

M
Major Advising, 34
Major Courses, 10
Marquette Credit by Exam, 35
Marquette University Medical Clinic, 31
Midterm Grades, 15

P
Plagiarism, 24
Policies Related to Academic Advising, 33
Policies Related to Teaching, 7
Policies Relevant to Advisors and Advisees, 35
Posting of Grades, (Public), 18
Preliminary Class Rosters, 11
Pre-major Academic Advising, 33
Repeated Courses, 36
Research Misconduct, 24
Resources for Advisors and Advisees, 34
Retention of Grade Books, Student Exams/Papers, 8, 18
Room Changes, 12
Scheduling of Exams, 14
Senior Exemptions, 14
Spring Semester Calendar- 2017, 43
Student Educational Services, 35
Students with Academic Problems, 34
Study Abroad Credits, 36
Syllabus, 9, 10, 12

T
Temporary Grades, 15, 42, 43
Textbook Information, 8
Transfer Credits, 35
Tutoring/Academic Support, 35
University Commencement Ceremony, 8
University Core of Common Studies (UCCS), 10
University Counseling Center, 34

W
WA Grade, (fall calendar deadline), 42
WA Grade, (spring calendar deadline), 43
Waiver, (for the major and minor), 38
Waivers, (College & UCCS), 37
Withdrawal Deadline, 12
Withdrawal due to excessive absences, (WA), 17
Withdrawing from a Course, 12