

GRADUATE SCHOOL OF MANAGEMENT /UW – MILWAUKEE EXCHANGE PROGRAM

The purpose of this Graduate Student Exchange Program is to enrich the course offerings of both institutions.

The requirements to participate are:

1. You must be a degree-seeking student in good standing
2. The course that you propose to take at UW-Milwaukee must be one that is not offered at Marquette. The exceptions are:
 - a. The course is required for your degree, and
 - b. The course is not being offered during the term in question

If both of these conditions are met, a GSM student may take the course at UWM even if Marquette does occasionally offer the same course.

3. You must register at Marquette for the BUAD 6933 course that will reflect the course that you are taking at UWM. This is a variable credit and variable title course that will show the same number of credits and course title as the UWM course.

To register for BUAD 6933, you must complete the appropriate Inter-University Exchange Course Approval and Manual Registration Form.

- You must get the approval of your advisor.
 - The form is submitted to the GSM for final approval and processing.
 - Once approved, the GSM will work with the University to have the registration applied to your Marquette University records.
4. You must contact UWM [Christopher Parks at ccp2@uwm.edu or (414) 229-6332] to register as a **Special Student** at UWM. There will be no application fee and no supporting documents required.
 5. Once admitted to UWM, you must register at UWM for the class that you intent to take. Chris Parks can help you with the registration.
 6. There is a limit of six (6) credits that may be taken at UWM and transferred into the GSM. These credits must be pre-approved by the GSM.
 7. Upon completion of the course at UWM, you must have official transcripts showing the final grade you earned in this class. The transcripts should be sent directly from UWM to:

Marquette University
Graduate School of Management
David Straz Jr. Hall, Executive Center, Rm. 275
Attn: Cheryl Nelson
PO Box 1881
Milwaukee, WI 53201-1881
 8. UWM uses + and – grades. Those grades will be converted to the appropriate Marquette grading system. For example, both an A- and B+ will become an AB in the Marquette grading system.
 9. Because of the differences in timing of the terms between Marquette University and UW Milwaukee, and because of the necessity of your having official transcripts sent directly to the GSM and having the grade applied to your Marquette record, the grade for BUAD 6933 will temporarily be reflected as an Incomplete “I” grade, which will be changed to the appropriate grade once all of the administrative steps are completed.
 10. Because of the lag in processing, you should be aware that if you take a course at UWM your final semester, it may impact graduation. Your graduation/diploma will be delayed by one semester. For those taking the class in the spring term, an August diploma is realistic. For those taking the class in the fall term, a May diploma is realistic. Be sure to apply for the appropriate graduation/diploma or this may further delay your completion.
 11. It is important to note, regardless of the grade received at UWM, the grade will be applied to your MU records and you will be accountable for the grade and subject to academic review, status and standing. Grades less than B are problematic and will result in academic censorship that may impact student standing and financial aid.
 12. Tuition is paid to Marquette University.

If you have questions, contact Cheryl Nelson at Cheryl.Nelson@Marquette.edu or call the Graduate School of Management at 414.288.7145.