

**Graduate School of Management**

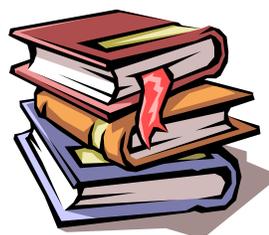
**GRADUATE ASSISTANT  
HANDBOOK**



**Academic Year 2019-2020**

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**August 2019**

**Graduate Assistants,**

**Welcome!**

The Graduate School of Management (GSM) and College of Business Administration (COBA) staff, faculty and administrators extend their greetings to all of you. Graduate Assistants are both appreciated and respected members of the GSM community. We look forward to getting to know you and working with you.

This handbook will both provide you with the policies and guidelines you will need as a Graduate Assistant and also provide useful information on Marquette University - from your first steps as a student through graduation. We will review the assistantship information at orientation and hopefully get to know each other better.

Please take time to review the handbook and feel free to ask questions if needed.

I look forward to working with you,

**Cheryl**

Cheryl Nelson  
Director of Student Services  
Graduate School of Management

# What Can We Do For You!

The Graduate School of Management prides itself on service to our students. We appreciate your selecting Marquette University, and we wish to assist you the best we can in order to help you achieve your goals.

All graduate student advising is specific to the area of study. The faculty advisors are:

<b>Accounting</b>	<b>Dr. Q. Ling</b>
<b>Economics</b>	<b>Dr. Farrokh Nourzad</b>
<b>MBA</b>	<b>Dr. Jeanne Simmons and Cheryl Nelson</b>
<b>Corporate Communication</b>	<b>Dr. Kati Berg and Cheryl Nelson</b>
<b>Supply Chain Management</b>	<b>Dr. Mark Barratt and Jyoti Gandha</b>
<b>Master in Management</b>	<b>Cheryl Nelson</b>
<b>Certificate in Leadership</b>	<b>Cheryl Nelson</b>
<b>Certificate in Sports Leadership</b>	<b>Cheryl Nelson</b>
<b>Certificate in Business and Managerial Analytics</b>	<b>Dr. Scott Rex and Cheryl Nelson</b>

While we do not cross advising areas, we will do our best to support each other and provide assistance to our students where possible. We work as a team and put you, our customer, first.

You are encouraged to ask us questions. We will do our best to assist you with all processes within the University. When we are not able to assist directly, we will try to provide you with a resource.

# Overview

This guide is meant to assist Graduate Assistants on their path toward their degree and professional goals. It does not take the place of advising but is a tool to enhance and/or reinforce advising already obtained.

Graduate Assistant policies and procedures as well as supporting materials are included in this guide for reference and assistance.

**For appointments with Cheryl Nelson, Director of Student Services, or Dr. Jeanne Simmons, Associate Dean of Graduate Programs, please contact the GSM Office Assistant at 414.288.7145.**

**We respect our student's time and energy and ask that all students make appointments to ensure that we are available and prepared.**

Tips to start your semester at Marquette University:

- Call or set up an advising appointment – see under Master Programs Information and Advising for advisor information
- Register for classes as soon as possible
- Purchase your books prior to the start of class
- Review the on-line Graduate School of Management Orientation on our web site at [www.marquette.edu/gsm](http://www.marquette.edu/gsm)
- Obtain your student MUID (remind personnel at the Union Station that you are a Graduate Assistant)
  - Required for BookMarq and Golden Eagle Spirit Shop discounts
- Activate your MUID via the library web site
- Activate your Marquette University e-mail (E-MARQ)
- Make Parking arrangements, if needed
- Complete any remaining paperwork, including the W-4 and I-9
- Sign and return the “Assistant Agreement Form”
- Forward the following to Cheryl Nelson at [cheryl.nelson@marquette.edu](mailto:cheryl.nelson@marquette.edu):
  - name
  - list of classes for the semester
  - day time telephone number
  - current (local) address
- Obtain Authorization Forms for Faculty Assistance to Check out Library materials for each faculty member you support
- Consult with faculty members about access to D2L for their classes
- Meet with Valerie Beech or representative of the Raynor Library
- Access your SharePoint file (available at start of employment date)

Details regarding these items and much more are included in this guide.

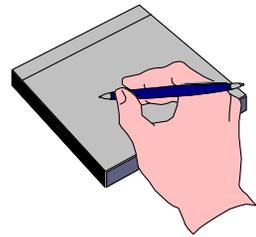
# **Graduate Assistant Responsibilities**

# ASSISTANT AGREEMENT FORM

I (please print) \_\_\_\_\_ acknowledge receipt of the Graduate School of Management Graduate Assistant Handbook. I have read, understood, and will follow the parameters within this handbook. I will conduct myself in a professional manner at all times. I am aware that failure to meet my assistantship and academic responsibilities may result in termination from both my assistantship and graduate program.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date



*Print, sign and submit this page to Cheryl Nelson, Director of Student Services, Graduate School of Management within 48 hours of starting GA position.*

# Graduate Assistant Responsibilities

The Graduate School of Management provides each assistant with a brochure on rules and guidelines via our web site at [www.marquette.edu/gsm](http://www.marquette.edu/gsm). We expect our (GAs) to be professional and ethical in conduct and decorum. The assistantship is a professional job and will be treated as one.

**It is important to note that although most graduate assistants are assigned to a specific faculty or faculty group the graduate assistant may be asked to do projects for other faculty or department members. The assistants are expected to work as a team and share the workload of the department assistants as well as support the Graduate School of Management. Failure to work within your department group or for the Graduate School of Management at-large may put your assistantship in jeopardy.**

**Graduate Assistant eligibility** – Students are eligible to be graduate assistants if they are full-time students in good standing with the University and Graduate School of Management. Graduate assistant awards are competitive to receive and are not guaranteed to continue one semester to another. Students must apply initially and provide all supporting documentation requested and must reapply for awards subsequent semesters.

Students may hold a graduate assistant award pending a reasonable and appropriate length of time to complete their program requirements, i.e. a student whose program is 30 – 36 credits in length is expected to complete their program in a maximum of 4 semesters; if a program is 44 credits, the student may not hold an assistantship award beyond 5 semesters. A graduate assistant award may not exceed the stated number of semesters regardless if the student is a full-or half-time assistant and/or complete with their degree requirements.

**Graduate Assistant Student Status** – Graduate Assistants are required to be full-time students. The Graduate Bulletin defines full-time status as a minimum of seven credit hours, or its equivalent each fall and spring semester. If you need to take less than seven credits, please refer to the Continuation Registration section of this handbook. The Continuation forms are available via our web site at [www.marquette.edu/gsm](http://www.marquette.edu/gsm) under the forms link.

Graduate Assistants may register for a maximum of ten semester hours each fall or spring term and seven hours for each of the summer sessions. Overloads must have the approval of the Graduate School of Management. Please forward the Overload Request form to the Graduate School of Management upon its completion. This form is available via the Office of the Registrar's web site at [www.marquette.edu/registrar](http://www.marquette.edu/registrar).

Graduate Assistants must maintain a minimum of a 3.000 grade point average each semester. Grades of B-, C, I, or and form of W are below our academic expectations and may put your assistantship in jeopardy. The grade of F, or a U option grade etc., will result in termination from the assistantship position as well as possible termination from the Graduate School of Management and Marquette University. See Academic Review for further details.

## Graduate Assistant Hire documents:

The following documents must be on-file with the Director of Student Services the first day of employment:

- W-4
- I-9
- Paycheck Routing Change Request form
- FERPA Tutorial and completion form (note signatures are required on both forms and should be turned into the GSM office)

These documents are submitted directly to the Graduate School of Management. Do not submit to the Office of the Registrar, Financial Aid, Graduate School, Marquette Central or Human Resources. We need all of this information in order to process your hire. If submitted elsewhere, you will need to repeat the documents in the GSM office. Previous hires, whether undergraduate or graduate (unless a previous GSM GA) must submit all hire documents.

## All International Students

In addition to the above information, all international students must follow the instructions below:

1. All new International Graduate Teaching Assistants must have their English skills evaluated by the Office of Campus International Programs at the mandatory OCIP International Assistantship Program. Based on the evaluation, it may be required that the Assistant register for ESLP 6021 American Language and Communication for Teaching Assistants. ESLP 6021 is a 2-credit course that is graded with a letter grade. Assistants may use their tuition scholarships to pay for the course. Be aware that the charges for ESLP 6021 will be taken from the total tuition scholarship allotment for the term of the award. Although the Graduate School of Management typically does not hire Teaching Assistants, all International Assistants are required to prove English proficiency.
2. International students must also submit a Confirmation of on-campus Employment Authorization to the Graduate School of Management. This form is obtained from Marquette's Office of Campus International Programs. International students may not start working until the employment authorization, social security proof, I-9, W-4, and required documents are on file in the Graduate School of Management.
3. Every calendar year, new paperwork is required to appropriately document international students, staff, or faculty members for payroll purposes, and ensure they will be taxed or exempted accordingly. All non-resident aliens should be exempt from Social Security and Medicare taxes. The US has treaties with some countries that offer tax exemptions (both federal and state) for citizens of those countries. These treaties may include complete exemption or may apply specific wage maximums and/or limited time periods.

- a. You are encouraged to go to the Comptroller's Office for specific questions about your status. Office hours for walk-ins are Monday, Wednesday, and Friday from 1:30 – 4:30. If these times do not meet your needs, call the Comptroller's office and set up an appointment.

Individuals from the treaty countries must complete a Tax Treaty Affidavit and IRS Form 8233 in order to claim their treaty exemption. At this time, all forms are only available in the Comptroller's Office so that treaty eligibility may be verified prior to completion.

- b. The following items are required when visiting the Comptroller's Office regarding tax questions:
  - i. Foreign National Information Form
  - ii. Passport
  - iii. Visa
  - iv. I-94
  - v. I-20 or DS-2019
  - vi. Social Security card (if received)
  - vii. Employment Authorization card, if applicable

**Outside Employment** – Outside employment is prohibited. Exceptions must be made in writing to the Department Chair AND Associate Dean of Graduate Programs. If the exception is made, consent will be given in writing. Students found to be working outside their assistantship without prior consent may be terminated from their assistantship.

## Work Assignments –

- **Half-time** Graduate Assistants are expected to work **approximately 10 hours per week**.
- **Full-time Assistants** are expected to work **approximately 20 hours per week**.
- Graduate Assistants may be assigned to a specific faculty member(s) or utilized "as needed" by the program. Please consult with both the program and the faculty member(s) you are assigned to (if appropriate) for your work assignment, hours and responsibilities.
- Graduate Assistants will be expected to do a variety of tasks related to teaching and research over the course of the semester. Specific details will depend on your assignment. Nevertheless, normal work activities will include, but are not limited to: grading exams and homework, assisting in course-related computer work, holding office hours and review sessions, and sometimes attending the relevant undergraduate classes, photocopying articles, library research and checking out library materials, reference searches, data collection, computer data input, and other duties as assigned.
- Quality work is essential. Failure to adequately meet the expectations in both quality and quantity of assigned work could lead to corrective actions and/or termination from the assistantship position.
- Graduate Assistants support the Graduate School of Management as a whole. Assistants may be asked to work on 'special projects' as needed.
- Confidentiality of grades, research, etc. is essential.

## Additional Requirements –

- Graduate School of Management/College of Business Open Houses/Informational Sessions (vary per semester)\*  
The Open Houses or Informational Sessions support both Graduate and Undergraduate activities. These activities may include Saturday obligations.
- Assistants are to report to the Graduate School of Management 1 week prior to the start of the fall and spring semester.

- New Assistants must review the Graduate School of Management's on-line Orientation on our web site at [www.marquette.edu/gsm](http://www.marquette.edu/gsm).
  - International Students must attend the Office of Campus International Programs Orientation.
  - Assistants are required to work during normal student 'holidays' unless otherwise posted, i.e.
    - October 17 - 20, 2019, undergraduates are off – GSM students have class and GA's work
    - November 27 – December 1, 2019, GA's do not work and there are no graduate classes
    - GA's will not be required to work during spring break 2020
    - GA's DO work the Monday following Easter break
- Private awards are encouraged to check with their direct supervisor regarding their schedule during University holidays and breaks.**
- Assistants are required to work through the Tuesday after final exams, unless other arrangements are agreed upon in writing and documented with me in the GSM office. The written request must be submitted to the Department Chair and copied to the Director of Student Services – Cheryl Nelson.
  - Signed acknowledgement of receipt and review of this guide is required within 48 hours of the Graduate Assistant Orientation.

\* Students will be notified via e-mail regarding these activities. Sign-up sheets will be posted on the door of the Director of Student Services. Students should respond quickly to secure their preferred time and dates for these activities. All assistants are required to participate in these University support activities. Failure to participate in these required activities will result in disciplinary action.

### **Length of Contract**

GA's are hired on a semester by semester basis. The fall hire dates are Monday, August 19 – to Tuesday, December 17, 2019 at noon. The spring 2020 hire dates are Monday, January 6, 2020 – Tuesday, May 12, 2020 at noon.

It is possible for privately funded Graduate Assistants to have dates outside of these parameters. If you have a privately funded award and have questions regarding your contract, please refer to your hire letter.

### **Faculty Communication**

Faculty primarily contact graduate assistants via e-mail. It is important for all GA's to actively use the MU e-mail account and acknowledge receipt of faculty and administrator communications promptly. It is important that as a GA you have open communication with your faculty members. If a work assignment is given, ask questions, including the faculty members' expectations and time line. Faculty may tell you there is no rush to a project – but our experience indicates they are looking for a prompt turn around on the work. If you know you cannot complete a project quickly, give the faculty member a projected completion date; keep the communications flowing in a timely, courteous manner. The faculty member will work with you if there are concerns.

Faculty may set a regular meeting schedule with you or contact you as needed. It is important that you remain flexible regarding their work expectations; including, but not limited to proctoring exams, library research, equipment set up, etc.

Remember, professional, courteous and prompt communications is important. If you do not hear from your faculty in a few days, check-in with them. Keep the lines of communication open. This may help prevent miscommunications and difficulties.

### **Confidentiality and Student Records/Information**

Student information is to remain confidential at all times (see your FERPA information for specifics). Those GA's accessing student information may not store student information on their office PC, personal laptop, personal PC, jump drive or external storage devices.

Drew Stathus, a colleague in the Graduate School of Management/College of Business has provided the following information to assist all of us in saving our documents to Microsoft OneDrive. Please use this link: <http://www.marquette.edu/its/help/onedrive-for-business/>. Remember, do not save GA work to your PC, laptop or a storage device. If you have difficulties with the processes, please contact Drew directly at [Joseph.Stathus@Marquette.edu](mailto:Joseph.Stathus@Marquette.edu).

If you have student documents in your office, they should be organized and secured. At the end of the semester, all documents should be returned to the instructor including class materials and research. Do not leave information, whether student (graduate or undergraduate), faculty, etc. easily accessible, even in your office. These are shared offices and others privacy is important.

## Assistantship Tools/Guides and Resources

**Advising** — All students are encouraged to seek in person advising at least once during their program. Graduate Assistants are examples to both undergraduate and graduate students. You are encouraged to seek advising each registration period to be sure you are on track with your program and utilizing your scholarship credits properly.

For appointments with Cheryl Nelson, Director of Student Services, please contact the GSM Office Assistant at 414.288.7145.

**Add/Drop of Classes** — Ideally, all class schedules are finalized before the close of late registration. Graduate Assistants are required to be full-time students, taking a minimum of 7 credits each fall and spring semester. Any schedule adjustments after the close of late registration are processed through the Director of Student Services (Cheryl Nelson). Those students in other Graduate Programs within the Graduate School of Management, including Accounting, Economics, Master in Management, etc. must first seek advising through their academic advisor prior to adjusting their schedule. Please note that the GSM does not typically cover repeating classes that were dropped in previous terms.

Schedule adjustments, if made after the close of late registration, result in financial loss and may impact Academic Censure. Refer to the Tuition Scholarship section within this handbook or the Graduate School's [Rules and Guidelines for Graduate School Financial Aid Assistantships](#).

**CheckMarq** — This is the University portal for most student information past, present and future. Your username and password are required. Information housed in CheckMarq includes:

- registration appointment time and registration processing
- class information including bulletin information, prerequisites, course descriptions,
- textbook lists,
- grades
- financial aid and tuition billing
- links to D2L, E-Marq (Marquette University e-mail),
- student addresses and contact information,
- job search information, etc

**Computer Lab** — Graduate Assistants have access to the Computer Lab in the Graduate School of Management building from 6:00 am until 11:00 pm. After 11:00 pm, the lab will close for automatic updates of all lab computers, including the deletion of all information downloaded or stored to the computers during the day. You will be prompted to enter your username and password to access the lab computers.

After hour access is by student MUID scanning only, no unauthorized individuals are to have access to the computer lab after normal lab hours. Unauthorized individuals is defined as all undergraduate students, Graduate Assistants for non-Business programs and graduate students who are not Graduate Assistants, including classmates from team and group projects from class. Graduate Assistants will be held accountable if unauthorized individuals are in the lab after normal lab hours. Graduate Assistants should feel comfortable asking others to leave and lock the door behind these individuals.



The last person leaving the lab must secure the lab – lock the door and turn off the lights.

Public Safety will routinely tour the building after hours and on weekends. You will be asked for your student ID, and are required to have it available if you are in the building. Failure to comply may result in disciplinary actions such as the removal of the lab and/or building access, which also prohibits office and other necessary access.

The computer lab is student ID card access. You must have your student ID to open the lab and use the printer in the lab area. Classes are occasionally conducted in the lab, specifically, SAS, GIS-ArchView and SPSS. If a class is conducted in the lab, please be courteous to the instructor and students during this time. It is possible the lab could occasionally be closed to your use during class periods.

- **Information Storage - Marquette University utilizes Microsoft OneDrive. Please do not store student or faculty information on your personal laptop or other storage device. Utilize the University resource and save information to OneDrive. The link is: <http://www.marquette.edu/its/help/onedrive-for-business/>**
  - **This is also a great resource to save your homework and GA assignments. It is secure and convenient.**
  - **College of Business/Graduate School of Management contact regarding OneDrive – [Joseph.Stathus@marquette.edu](mailto:Joseph.Stathus@marquette.edu). Drew will assist you as doable.**

**Conduct** — Professional conduct is expected and required. Marquette University College of Business is your job. We expect professionalism and acceptable business decorum. Examples of inappropriate behaviors are: alcohol, drugs, inappropriate language, and tardiness for work assignments, appointments or business hours (if assigned). As a GA, you are an employee of Marquette University, representing the Graduate School of Management. You are also a role model for the undergraduate students and example for the professional students attending Marquette University.

**D2L Desire to Learn** - D2L is an interactive learning tool. Faculty post course information, syllabus, notes, tests reviews, etc. to this forum. It is part of Marquette University web site and is accessed via your CheckMarq account by using your user name and password.

If a faculty member is using the D2L tool, students registered for the class may have access to the posted information as soon as 2 weeks prior to the start of the semester. This is a forum that may allow students to talk (chat) with the professor, a team or group that was established for the class, exchange ideas, post documents or messages. Some faculty may require and monitor access to this forum.

As a GA, you may be asked to post or monitor information in D2L. You must have access to accomplish this. Access will be granted if the faculty member forwards a request with specific information including: Faculty Name, Student Name and MUID if possible, course prefix, number and section number, i.e.

“Please authorize John Doe, MUID xxxxxxxx as a Graduate Assistant for D2L in the following courses that I am teaching this term: ECON 6000 section 701 and MANA 6240 section 703.”

You are encouraged to attend a Desire2Learn (D2L) Instructor Training. Information on the next training can be found on the ITS web site @ [www.marquette.edu/its/help/d2l/training.shtml](http://www.marquette.edu/its/help/d2l/training.shtml).

**E-Mail** — The Marquette University E-mail system is called E-Marq. All Marquette University students are asked to activate their E-Marq accounts. It is essential for Assistants to activate their e-mail accounts via the E-Marq system. Most assistantship correspondence will be via the Marquette e-mail. Important information and updates from the College of Business and Graduate School of Management, including registration and University activities, will periodically be forwarded to students via this account.



E-mail should be checked daily. This will be the primary means of communication from the Graduate School of Management.

If you already have an e-mail account, you may forward your MU e-mail to your preferred account. It is possible that you will not receive all MU e-mail if you opt to forward this account due to filters and limits set by your provider. For assistance with e-mail, contact Information Technology Services at 414.288.7799, or connect to their web site at

<http://its.marquette.edu/emarq>.

Be cautious in forwarding Marquette email to a personal account. Some web-based email services may block Marquette email.

**Remember, your e-mail communication is a reflection of you.** Keep your e-mails polite and professional. All Marquette e-mails are held to professional standards. Be aware of what you send and download.

**Evaluations** — Performance Evaluations may occur both in the middle and at end of each semester by the Department Chair, who will consult the major faculty/administrators the Assistant has been assigned to work with. Students may be terminated from financial assistance for failure to adequately perform their Assistantship duties. Students will be terminated from their Assistantship due to academic dishonesty, professional or academic misconduct (i.e., falsify Worksheets, etc.) or regulations as established by the Graduate School (refer to the Graduate Bulletin).

GA's are encouraged to discuss their work performance with the faculty they support and/or their department chair on a periodic basis. GA's may also request a written evaluation.

**FERPA (Family Educational Rights and Privacy Act)** — Marquette University complies with the FERPA act of 1974. For a copy of the MU official policies and compliance, please refer to the Marquette University web site at <http://www.mu.edu>. All disclosures of student information must be in the form of written consent from the student. The written consent must include: Name of the party making the request, the specific request, any additional party to whom the information may be disclosed, the legitimate interest the party has in requesting or obtaining the information.

Since your Graduate Assistant position is directly tied to your student status, Marquette University is required to have written consent to: verify your GA employment status, provide letters or verbal recommendations, etc. You are encouraged to provide us a written statement as to what information can be released, to whom, and for how long if this is not a one-time request.

**EXAMPLES:**

“I am purchasing a home and require written verification of my employment status, length of employment and income. Please address the letter to: XXXXXXXXXX.

“I am purchasing an automobile and can get a discount if I provide proof that I will graduate this May. Please address the letter to: XXXXXXXXXX to verify my anticipated graduation. (If the letter is to be mailed, include that information and the address. If you wish to pick up the letter, provide that information.)”

Upon graduating, you might want us to provide recommendations for the next 2-5 years. Please remember, you must give us written consent to do this, and be specific with the information we are authorized to release.

All GA’s must sign and submit a FERPA agreement form in order to potentially be given access as a Graduate Assistant to a D2L site to support a faculty member.

**Holidays** — Graduate Assistants work through normal ‘student holidays’ unless the Graduate School of Management offices are closed. Exceptions are required in writing to both the Department Chairperson and the Director of Student Services. In the fall term, Graduate Assistants are off from the Tuesday following final exams through the Christmas Holiday, returning the Monday before the spring term begins. The Graduate Business schedule may vary from the University Schedule. It is important for all GA’s to retain the calendar.

These calendars are posted on our web site at [www.marquette.edu/gsm](http://www.marquette.edu/gsm) for student convenience. Graduate Assistants are also off during the summer\*, from the Tuesday following spring final exams to the Monday prior to the start of the fall semester. Below are the 2018-2019 holidays where University offices are closed.

Holidays:	Aug. 31-Sep. 2, 2019	Labor Day Holiday
	Nov. 27 – Dec. 1, 2019	Thanksgiving Holiday
	Jan. 20, 2020	Martin Luther King Day
	Mar. 8-15, 2020	Spring Break
	Apr. 9-12, 2020	Easter Holiday
NOTE:	Oct. 17-20, 2019	GSM Classes DO <b>meet</b> and GA’s work
	Apr 13, 2020	GSM Classes DO <b>meet</b> and GA’s work.

A printed copy of the calendars is on our web site at [www.marquette.edu/gsm](http://www.marquette.edu/gsm) under Timetable and Calendars and at the end of this section. The University holidays and official closed office dates are posted in the Graduate Bulletin.

**Library** - Marquette’s Law and Raynor Memorial Libraries offer more than 1.5 million volumes, hundreds of research databases, computer access and laptops on loan. The libraries boast superb library staff members who help researchers from around the world. Learn about the Raynor Memorial Library at [www.marquette.edu/library](http://www.marquette.edu/library) and the Law Library at <http://law.marquette.edu>. Then click on Law Library tab. Resources available vary from subject research guides to interlibrary loans.

The Authorized Assistant Form is available to you and faculty so that you may check out materials for a faculty member under their account. This is important – first, faculty may have materials longer than students and if (when) a faculty forgets to return materials, you are not on the hook for the late item. The form is at: [http://www.mu.edu/library/services/forms-auth\\_assist.pdf](http://www.mu.edu/library/services/forms-auth_assist.pdf). A separate form must be completed for each faculty supported and signed by the faculty member.

Valerie Beech is the Business Librarian at the Raynor Libraries. She is a great resource for GSM students doing research for a class or faculty. Her email address is [valerie.beech@Marquette.edu](mailto:valerie.beech@Marquette.edu).

Don’t wait until the last minute to activate your library account. It may take 24 hours before you are able to use their on-line services.

**Mailboxes** — Assistants are assigned a mailbox in the College of Business 1<sup>st</sup> floor mailroom. Mailboxes should be checked regularly. Mailboxes are primarily assigned to you individually, however, if we have space constraints, it is possible some GA’s may share mailboxes. Courtesy and respect of other GA materials is essential. Faculty and Administrators may place materials in your mailbox. Again, please check your mailbox and respect the privacy of anyone you may share space with.

If your specific GA responsibilities require special attention and/or privacy beyond normal respect for office mates, let us know. We will do our best to provide you with an individual mailbox. Mailbox space is very limited. Requests for individual boxes will be taken seriously and every put forward to meet the needs of the students and faculty.

Access to your mailbox is via the first floor – a scanner is located at the door – (end of the hall by the 1<sup>st</sup> floor computer lab. Swipe your ID and you will have access to the mailroom.

**MUID** — A student ID is essential. The David Straz Jr. building is a card-access building. You will need your MUID for before and after hours building access, printing, copying, library access, University transport access, identification for after-hours computer lab access both in David Straz Jr. hall and other computer labs across campus, etc. MU ID's are obtained at the Alumni Memorial Union.

Graduate assistants ID cards permit a 10% discount on purchases from the Golden Eagle, and a 10% discount on purchases from the Haggerty Museum of Art and BookMarq. If an assistant resigns or is terminated, they must return their keys and assistantship ID card to the Director of Student Services (Cheryl Nelson). If continuing with studies, a new ID card will be issued at no charge.

**Office/Keys** — Assistants share office space. Offices are assigned and keys distributed at Orientation. Multiple Graduate Assistants will share an office. The desks, telephone, computer and any other equipment assigned to the office are for all Assistants assigned to that office. Courtesy and professionalism is expected. Office space is a privilege. Inappropriate or unprofessional behavior will result in loss of office space and/or access to the College of Business building after normal office hours. If difficulties arise regarding the office, please contact the Department Chair or Director of Student Services.

There is a \$50 fee for each lost key. Graduate students have access to enter the College of Business Administration building even when the building is officially closed via MUID card access. Students are encouraged to use the eastern door entrance after hours and use the elevator to go to their office as many inside doors are locked, so while you can get to the stairs, you may not be able to open the doors at the top/bottom of the stairwell.

Graduate Assistants are required to sign out for office keys and must return all keys before vacating the position. This includes leaving at the end of May for the summer break. Keys are to be returned to the Director of Student Services. The deadline to return keys is the Tuesday after final exams, which is also the last day of the work contract each fall and spring term.

Assigned office hours may be required in some situations and may be requested by the Department Chair or faculty group to which you are assigned. All Graduate Assistants are required to e-mail a copy of their hours and the faculty they have been assigned to support within 2 weeks of orientation.

Each GA office will have one computer in the office for student use. Login to the office computer is your student username and password. If an office has a need for additional technology, please see the Director of Student Services. Students are not encouraged to save materials directly to the computer or personal storage device. Please review the Confidentiality and Student Records/Information section on page 10 for specifics.

**Building Access** – David Straz Jr. Hall is a 'card access' building. After hours, weekends or 'closed office days' require all access from either the front doors (west) or the east doors. The Graduate Assistant's MUID card is programmed to open these two doors. We do not encourage students to use the west entrance. Please use the east door access and the elevator to move up/down to your office.

After-hours access to the "Garden" level, which is where most GA offices are located is via elevator only. The fire door at the bottom of the steps is locked after hours and on weekends. For those entering the building from the west, go up to the 2<sup>nd</sup> floor and take the elevator to the garden level. For those entering from the east, take the main floor elevator to the garden level.

**Office Supplies/Equipment** — Assistants will have access to office supplies and equipment for work related needs. See your department office for supplies. Personal use of office supplies and equipment; including the photocopier, fax, etc., is not permitted.

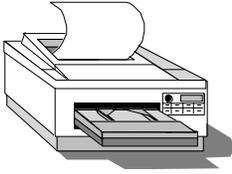
**Office Telephone** — Each office has a telephone assigned. The phone is restricted to local calls and should be utilized in a work related, professional manner.

**Paychecks** – Direct Deposit of your paycheck is required. The direct deposit form and procedures is on-line via Marquette payroll. All documentation is directed to the Payroll Office. In the rare instance where we receive a physical check, we will notify you that we have the check, hold your check for three days from e-mail notification that your check is available. After 3 days, we will forward your check back to the payroll office.

All GA's must complete a timesheet at the end of each month. This includes all MBA and MS students, such as Accounting, Economics, COBA first floor offices, Finance, GSM office, Human Resources, Information Technologies, International Business, Management, Marketing, etc. The form is available on the GSM web site. You are welcome to talk with me about your GA experiences and/or work assignments. The GSM may use the information from the timesheet to assess faculty/department needs and provide the University and other sources with the type, quality and quantity of work provided by our GAs. Timesheets are submitted electronically. Be sure to include your name and the month on the file name when saving and sending the timesheet. See Timesheet for additional and specific information regarding requirements.

Before students can be eligible to receive a paycheck, they must accept the award by signing the offer letter. The student must complete the I-9 document, W-4, and have an official Social Security Number on file with the University in order to work and/or receive payment.

Keys and all other University materials are due prior to the last day of work.



**Printing Funds (Printwise)** — Full-time Graduate Assistants are given \$100.00 for work related printing. Please note that printing in excess of the \$100.00 will result in your paying your printing needs. If a work assignment requires heavy printing, document the number of pages and the project and turn it into the Department Chair prior to completing the task. Department printers are accessed through queues from your computer. They are called Blue-Secure\_Print or Gold\_Secure\_Print, these queues are interchangeable. The print jobs is stored in the queue for up to 72 hours. You swipe your ID card at the machine you want to print

from and use the touchscreen to controls to print individual jobs or all print jobs that you sent to the queue. Your MarquetteCard balance will not be debited when using the Blue/Gold departmental machines located in departments or GSM offices.

There is also a PrintWise Black and White and Color option on the basement office machines. This queue allows you to print to the printer in the Straz computer lab or in the 4<sup>th</sup> floor hallway. Most GA's receive an additional credit (amount varies by type of assistantship on the MarquetteCard of PrintWise use.

The Blue/Gold and Printwise systems are not connected. The Blue/Gold is a departmental printer only to be used for departmental (GA) work. PrintWise should be used for your own classwork or personal printing. Computers in the Straz computer lab are only set up for the PrintWise option.

The \$100.00 allotment is for an Academic Year, which is the combined Fall and Spring semesters.

Printing funds for part-time and semester-by-semester hires may be adjusted accordingly.

Currently, printing funds do not apply toward copy machine use. However, your student ID will be coded to allow you to copy from your primary department account. This should take affect within 2 weeks of your hire. Because of the resources available, we do not reimburse students who use their own funds for work related projects.

If you wish to apply funds to your student ID card (MU Cash), be sure to apply it as cash and not toward the printing. At the end of the term, the print account is zeroed out by the University.

**Privately funded GA's** do not receive Printwise funds from the College of Business/Graduate School of Management. Examples of privately funded awards include the Horngren, Flynn, and AIM hires.

**Resources** — A copy of some commonly used University numbers is attached at the end of this section, for your convenience

Assistants are encouraged to speak with their department chair if they have concerns about academic standards, workloads, or difficulties with faculty or other assistants. If resolution is not found, the Assistant should make an appointment with the Associate Dean of the Graduate Programs.

**Termination/Disciplinary Action** — Every effort will be made to teach and support a Graduate Assistant. If a Graduate Assistant does not meet the expectations of the Graduate School of Management, the Department Chairperson and/or the Director of Student Services will talk with the Graduate Assistant. Continued difficulties may result in a written warning, followed by termination if the situation is not corrected.

Disciplinary action will also be taken if a Graduate Assistant misuses office space or equipment, behaves inappropriately, is inconsiderate to others, or is unprofessional within the GA office, Graduate School of Management or Marquette University. This includes any activities that promotes, supports or reflects on Marquette University.

Termination is automatic for all Graduate Assistants who engage in academic misconduct, unprofessional behavior, obtains the grade of "F, U, UNC, UW, UW, WA and under certain conditions ADW" in any course as a graduate student, or unsatisfactory academic progress.

Graduate Assistantships are not renewable for students who do not maintain a 3.000 every semester and overall. Graduate Assistants who do not meet academic standards may have their assistantship revoked, even those who received a full-year award.

Usually, breaches of conduct are referred to the Office of Student Life for investigation and action. Penalties, including dismissal from the university imposed by this office, can be appealed only within the Student Life system.

If a student is recommended for Termination from a Graduate Assistantship position due to academics, termination from the Graduate School of Management may also be recommended. If a student is recommended for disenrollment from the Graduate School of Management, termination from the Assistantship will follow. Appeals from termination can be submitted directly to the Graduate School of Management. For further information, see Academic Conduct and Professional Integrity and/or the Graduate Bulletin.

**Timesheets** – Graduate Assistants are required to complete and submit monthly timesheets. Timesheets are due the last workday of the month. They should be **emailed** to the Director of Student Services (Cheryl Nelson at Cheryl.Nelson@marquette.edu). We encourage you to utilize excel to generate the form. A sample form (template) is posted to the GSM web site. Save the file with your name and month i.e. (**nelson – Jan 15 GA timesheet.xlsx**). Be detailed in listing your time and work assignments, amount of time spent on the project, etc. Include your name and pay period on the document.

Graduate Assistants are required to note the month's work assignments and the person who designated/supervised the assignments. While these assignments may be verified with the person who designated the work assignment, the purpose is to track faculty and department needs.

Tips on filling out timesheets:

- Use an e-mail folder for each professor
  - Color code emails by month
- Keep track of your assignments and time as you work
- Keep organized to help you stay on track with time worked for each professor.
  - If working 20 hours per week and are assigned to 4 professors, each faculty may receive 5 hours of your time if the work load is aggressive and consistent. It is important to track your work efforts and contact to stay equitable to all work responsibilities.
  - It is important to note that some faculty will have higher needs. You are responsible for working 20 hours per week. Some weeks might require more time for one faculty member versus another. Some faculty might have minimal work over the course of the semester, but again, you are required to work a full week regardless of the faculty/hour distribution.
  - Communicate with faculty members. If a time conflict arises, update the faculty on your progress; ask for priorities on projects. If faculty needs are running high, coordinate work with all faculty members involved. You are also welcomed to consult the Department Chair for counsel regarding the work distribution and/or time management issued.

Time Management is essential at this level and pace. If you need guidance and/or assistance, let us know before you become overwhelmed. We want you to learn and succeed in your Marquette University academic endeavors.

**Tuition Scholarship Credits** – Tuition scholarship credits are awarded term and credit specific. Credits cannot carry over from one semester or academic year to another. If your award is for 9 credits this Fall and 9 credits this Spring, you cannot borrow from one semester to pay for another. Refer to your award letter to verify your tuition/term allotment.

Tuition Scholarships apply only toward credits taken within the Graduate School of Management. The following are not covered via the tuition scholarship award:

- undergraduate prerequisites
- deficiency courses
- ESL courses except ESLP 6021 – American Language & Communication Skills for Teaching Assistants. This course is typically not required for GSM assistants. Therefore, unless specifically required, the course will not be paid from the tuition scholarship award.
- undergraduate courses taken for undergraduate credit
- personal preference courses that do not apply toward the GSM program requirements
- repeat or dropped courses from previous semesters

If you are taking courses that have not been approved for your degree, you are personally responsible for the tuition charges. Notification will be sent to the Graduate School to initiate a tuition adjustment. If the adjustment is initiated after the close of late registration, you may be responsible for late charges. Please seek advising prior to registration to prevent financial loss.

Your scholarship will be disbursed to your Bursar account or show up as an anticipated payment on your account, after your formal acceptance of the offer is received, and you are registered as a full-time student.

If you drop a course after late registration, you will not recover all of your scholarship money to reuse. You will receive a refund based on the tuition refund adjustment schedule. The schedule is available via the Office of the Bursar or via their web site at: <http://www.marquette.edu/bursar/tuition/index.shtml> . If you drop a course after late registration and add another course at the same time, the course you add may not be paid for in full by your scholarship, since you may not have received a 100% refund on the dropped course.

If you dropped a course after late registration and there was a financial loss, the Graduate School of Management will not pay for the course a second time. Example, you dropped BUAD 6XXX this semester with any form of "W" grade. The course is required in your program and you register next semester for the same class. Your tuition scholarship award will not pay for the class. The tuition adjustment for this second registration of the course will likely not be applied until after the start of the semester. You will likely receive a late bill for the class.

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## Graduate School of Management – Graduate Programs

### ***Business Administration Advising: Cheryl Nelson and Dr. Jeanne Simmons***

- Registration, schedule changes, withdrawals, etc.

- Phone 414-288-7145
- E-Mail [mba@marquette.edu](mailto:mba@marquette.edu)

### ***Masters Programs – Registration and Advising Contact List***

#### *Masters Programs Information and Advising:*

Accounting	Dr. Q. Ling	414.288.8069
Economics	Dr. Farrokh Nourzad	414.288.3570
Health Care Technology	Dr. Jay Goldberg	414.288.6059
Corporate Communication	Cheryl Nelson	414-288-7145
Supply Chain Management	Jyoti Gandha	414-288-3309
Certificate in Business and Managerial Analytics	Dr. Scott Rex and Cheryl Nelson	414-288-8071 414-288-7145
Certificate in Leadership	Cheryl Nelson	414-288-7145
Certificate in Sports Leadership	Cheryl Nelson	414-288-7145
MBA	Cheryl Nelson	414-288-7145

- Web Address [www.marquette.edu/gsm](http://www.marquette.edu/gsm)

***Web Site Includes:*** On-Line Orientation; Policies and Procedures; Recent Announcements; GSM Program Information; On-line Application and Information; Staff Information; Tuition Costs; Information Sessions; Class Schedules and Meeting Dates (includes link to elective course descriptions); Informational links, including: specializations and JEBNET; financial aid application and [Graduate Bulletin](#).

## University Resources – Keep for your reference

Alumni Memorial Union		
o Student MUID Card		414-288-2273
o Multicultural Center		414-288-7205
o Information		414-288-7250
o Post Office		414-288-7213
o Disability Services: Office of Student Educational Services		414-288-1645
BookMarq	818 N 16 <sup>th</sup> Street – Campus Town	414-288-7317
o Text books, on-line book order information		414-288-7317
o Manager, Mr. Dave Konkol		414-288-3175
Bursar	Zilber Hall, 1250 W. Wisconsin Ave., suite 121 (MU Central)	414-288-4000
o Tuition Payment and tuition deferments		
o Check Cashing		
CheckMarq Help Line	web address: <a href="http://www.marquette.edu/registrar/how/">www.marquette.edu/registrar/how/</a>	414-288-7799
Child Care	Marquette University Child Care Center 500 N 19 <sup>th</sup> St.	414-288-5655
Counseling	Holthusen Hall Rm. 204	414-288-7172
Financial Aid Office	Zilber Hall, 1250 W. Wisconsin Ave., suite 121 (MU Central)	414-288-4000
o Student Loans and Grants; Federal and State financial aid		
Graduate School	web address: <a href="http://www.marquette.edu/grad">www.marquette.edu/grad</a>	414-288-7137
o Graduate Assistantships, Scholarships and Application forms		
Information Technology Services – Help Desk		414-288-7799
o E-mail or D2L questions		
Parking Office	1240 W Wells Street (Structure 2)	414-288-6911
Police Department (Marquette University - 749 N 16 <sup>th</sup> Street)		414-288-6800
o Safety Concerns – <u>Emergencies</u>		414-288-1911
o Escort Services to and from cars and campus buildings		414-288-6363
Registrar	Zilber Hall, 1250 W. Wisconsin Ave. (MU Central)	414-288-4000
o Transcripts, Verifications, Student Status, Loan Verification to Lender, Diploma		
Student Health Services	Schroeder Complex, lower level 545 N 15 <sup>th</sup> St.	414-288-7184

## **Graduate School of Management – Graduate Programs**

**Business Administration Advising:** Cheryl Nelson and Dr. Jeanne Simmons

- o Registration, schedule changes, withdrawals, etc.

- Phone 414-288-7145
- E-Mail [mba@marquette.edu](mailto:mba@marquette.edu)

Masters of Science Programs – Registration and Advising Contact List

- Web Address [www.marquette.edu/gsm](http://www.marquette.edu/gsm)

**Web Site Includes:** On-Line Orientation; Policies and Procedures; Recent Announcements; GSM Program Information; On-line Application and Information; Staff Information; Tuition Costs; Information Sessions; Class Schedules and Meeting Dates (includes link to elective course descriptions); Informational links, including: specializations and JEBNET; financial aid application and Graduate Bulletin.

Tentative posted to the Graduate School of Management website

Graduate School of Management - Fall 2019 Calendar

							5/23/2019
Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August	18	19 GR's return	20	21	22	23	24 Sem 2 and 3 classes begin
	25	26 Sem 1 classes begin	27	28	29	30	31
September	1	2 Labor Day - no classes	3 Last day to drop class with 100% refund and no "W" grade for 1, 2 and 3	4	5 MSAE Project outline deadline	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
October	29	30	1 Graduation application deadline for December 2019	2	3	4 Spring/Summer 2019 incomplete deadline Withdrawal deadline for 3	5
	6	7 Graduation applications 2020 open	8	9	10	11	12
	13	14	15	16	17	18	19 Sem 3 ends
	20	21 Sem 4 classes begin	22	23	24	25	26
	27	28	29 Last day to drop for 4 class with 100% refund and no "W" grade	30	31	1	2
November	3	4	5	6	7	8	9
		11 Spring re-quitration opens via appt time MSAE Project deadline	12	13	14	15 FA application deadline for SP2020 (merit bars 4) Withdrawal deadline for 1, 2	16
	17	18	19	20	21	22	23
	24	25	26	27	28 Thanksgiving Holiday Nov 27 - Dec 1, 2019	29 Thanksgiving Holiday	30 Thanksgiving Holiday

SAMPLE posted to the Graduate School of Management website

Fall 2019 Tentative Schedule of Classes														updated: 5/23/2019	
Department	Course Number	Title	Credit Hours	Course #	Section #	Day	Time	Rm	Instructor(s)	Session	33-39 MBA course designation	Prerequisites	Non-standard Dates	delivery	Crosslisted
			Ses 1 - 8/26-12/14/19			Ses 2 - 8/24 - 12/14/19			Ses 3 - 8/24-10/19/19			Ses 4-10/21-12/14/19			
<b>Business Essentials</b>															
VBA	6020	Business Essentials ACCO/ECON/FINA	4.5	3027	701	W	5:30-8:30	288	Kochan - FINA Prantil - ECON Browne - ACCO	1	essentials	MBA 6010		blended	
VBA	6030	Business Essentials IT/MARK/OSCM	4.5	3028	701	TH	5:30-8:30	469	Matthes- MARK Hassell - IT Golden - OSCM	1	essentials			blended	
3UAD	6000	Accounting and Finance for non-financial managers	3	3733	101	on-line	on-line	on-line	Browne	3	NA	not applicable to MBA, MSA OR MSE		on-line	
<b>Decision Making</b>															
VBA	6010	Quantitative Analysis	1.5	5382	701	M	5:30-8:30	550	Dimble	3	decision making			F2F	
VBA	6100	Business Analytics	3	3029	701	M	5:30-8:15	375	Srivastava	1	decision making	MBA 6010, 6020 AND 6030		F2F	
VBA	6100	Business Analytics	3	3766	702	W	5:30-8:15	469	Srivastava	1	decision making	MBA 6010, 6020 AND 6030		F2F	
<b>Ethics and Organizations</b>															
VBA	6120	Concepts for Ethical Business Practice	1.5	3768	101	on-line	on-line	on-line	Caulfield	4	ethics			on-line	
VBA	6120	Concepts for Ethical Business Practice	1.5	5385	701	W	5:30-8:15	369	Vurdelja	3	ethics		F2F class mtgs: Sept 11, 25 and Oct 16, 2019	blended	
VBA	6130	Corporate Social Responsibility	1.5	3770	101	on-line	on-line	on-line	Rehbein	3	ethics			on-line	
<b>Strategy</b>															

# **General Information**

This information is meant as a guide.  
All official and current information is found in the Graduate Bulletin.

## General Information

### Academic Course Load

The maximum academic course load for a graduate student is thirteen semester hours of course work for fall or spring term. Seven hours are the maximum permitted for each of the summer sessions, but no more than 13 credits for the entire summer.

Overload requests must be sought and approved if any student exceeds these maximum limits. To request an Overload, send an e-mail, or letter to the Graduate School of Management at [mba@marquette.edu](mailto:mba@marquette.edu). If approved, the Graduate School of Management will work with other offices on campus to assist in the registration of the overload credits.

Graduate Assistants may register for a maximum of ten semester hours each fall or spring term and seven hours for each of the summer sessions. Overloads must have the approval of the Graduate School of Management. All overload requests must be submitted in writing to the Graduate School of Management. All the courses anticipated for the overload semester must be included in the written request, along with your name and student MUID number.

### Academic Honesty

#### ACADEMIC HONESTY POLICY

##### Preamble

Marquette University is committed to developing the whole person, spiritually, mentally, physically, socially and ethically. As an institution of higher education, love of truth is at the center of the university's enterprise, and academic honesty, in all its forms, is an explicit value of the university. The development and practice of academic honesty and integrity, both inside and outside the classroom, are expectations for all members of the university community. In order to cultivate academic honesty in its students, instructors take every opportunity to help students appreciate both the process and the principles of academic integrity.

Academic honesty can be best understood by academic ethical standards guiding faculty in their work. That is to say, an individual's contributions, in terms of words and scholarly findings, belong to him or her alone. Furthermore, the integrity of that which one claims to be scholarly knowledge rests on the accurate demonstration of the assumptions and reasoning that produced it. These standards are used as the implicit basis for teaching and learning in the university.

In order for instructors to fairly assess the quality and quantity of a student's learning as determined by work that students represent as their own, a relationship of trust between instructor and student is essential. Because violations of academic integrity most often involve, but are not limited to, efforts to deceive instructors, they represent a breach of the trust relationship between instructor and student, and undermine the core values of the university.

**Please refer to the Graduate Bulletin for the full policy and procedures involved with Academic Honesty.**

### Academic Integrity

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

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

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

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

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

## **Academic Integrity Tutorial**

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

## **Academic Misconduct Policy**

### **DEFINITIONS OF ACADEMIC MISCONDUCT**

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

Please refer to the Graduate School of Management for more information on Cheating, Plagiarism, Academic Fraud, Research Misconduct, etc, including procedures, hearing and appeal information.

## **Academic Review**

Every academic unit evaluates the academic performance of its graduate students at the close of each term, adhering to the standards of the Graduate School of Management and any additional standards promulgated by the unit.

Graduate students must maintain a grade point average of at least 3.000 in all course work, including prerequisites, foundations, core, elective core, elective courses, whether they apply toward the degree or not. Specific attention is given to those admitted on Probationary Status. Those who do not meet the requirements outlined on their admission letter may be recommended for dis-enrollment. This is a university requirement and minimum standard for graduate courses and graduate students. Students are responsible for awareness of these standards, which are listed in the program section of the Graduate School of Management bulletin.

Students that have below average or unsatisfactory work are sent official notification to their Marquette email account from the Graduate School of Management. Marquette University email is considered an official form of communication. The results of this review are reported to the Office of the Registrar and noted on student records.

Satisfactory academic work is not, however, determined exclusively by course grades. All Graduate School of Management degree students, including those registered for continuation courses must make substantial and visible progress toward their degrees. This includes successful completion of such program requirements as the master's professional project and comprehensive examination.

All students enrolled in Graduate School of Management courses are subject to the standards stated within the Graduate School of Management including, but not limited to degree, non-degree, exchange students and others taking our courses. All students must maintain professional behavior at all times.

Examples of unsatisfactory work include, but are not limited to: 1) any difficulty maintaining the required 3.000 grade point average, such as a weak first or second term, multiple incompletes, accumulating three grades of C (nine hours) or a combination of four grades of B- and/or C (12 hours), or one grade of F, WF, U or UNC; 2) a term without substantial and visible progress toward completion of program requirements, such as professional project, comprehensive exam, course work; 3) violation of probation requirements; 4) unprofessional behavior in a class, or professional setting representing Marquette University.

If, in the judgment of the academic unit, a student does not meet the non-academic standards, either a warning letter is issued by the department to the student, or a recommendation is made to the dean of the Graduate School of Management that the student be dropped from the graduate program.

Academic Review communication is directed to your Marquette email.

Full details on Academic Review, Academic Censure, etc. are posted to the Graduate School of Management Bulletin and are the official standards.

## Academic Censure

There are five categories of student performance problems that can lead to some form of censure. These problems may be identified at any point during the academic year, though a systematic review of all students' course grades is also conducted at the end of each academic term. Students under academic censure, particularly RWAR and CAA at the end of the fall term, and enrolled in a J-Session spring course may remain enrolled in the class. However, the RWAR/CAA appeal is not considered until the conclusion of the J-Session for those who remain in a J-Session class. That is, there is no guarantee of readmission or reinstatement to a program, regardless of the grade earned in a J-Session class. J-Session drop/withdrawal deadlines are not in sync with the RWAR/CAA appeal deadlines. Students need to make a decision before the J-Session Add/Drop deadline regarding the appeal and financial aspects of staying in a class that may or may not apply toward degree requirements. The review of other, non-course grade problems is typically conducted on an individual basis as issues arise. A finding of significant problems in any of these areas can result in a warning, probation, suspension, dismissal or expulsion, depending on the nature and severity of the problems identified. All of these statuses are maintained permanently on the students' academic record; only dismissal and expulsion, however, appear permanently on Marquette University's official transcript. If students are reinstated following a dismissal, that notation also permanently appears on students' official transcript. The statuses that appear permanently on students' official transcript include those listed (in bold type) below.

- **Required to Withdraw for Academic Reasons (RWAR)**
- **Required to Withdraw for Academic Misconduct**
- **Required to Withdraw for Non-Academic Reasons** (e.g., violations of the Student Conduct Code)
- **Required to Withdraw for Unsatisfactory Degree Progress**
- **Required to Withdraw for Professional Performance Reasons**
- **Required to Withdraw for Professional Integrity Reasons**
- **Reinstated on Probation** (following a successful appeal of a dismissal)

Full details on Academic Review, Academic Censure, etc. are posted to the Graduate School of Management Bulletin and are the official standards.

## ACADEMIC STANDING

Graduate School of Management students must maintain a cumulative grade point average of 3.000 or above in all course work, including prerequisites, essentials, core, elective core, and elective courses, whether they apply toward the degree or not. Specific attention is given to those admitted on Probationary Status. Those who do not meet the requirements outlined on their admission letter may be recommended for disenrollment. This is a university requirement and minimum standard for graduate courses and graduate students. Students are responsible for awareness of these standards, which are listed in the program sections of the Graduate Bulletin.

### Good Standing

A graduate student is in good standing whenever the student's cumulative grade point average is at least 3.000, and the student has not warranted a warning or probation status as noted below.

### Warning

Warning Level 1: Students that earn a grade below a B in any given enrollment period, but who maintain a 3.00 cumulative grade point average and do not meet warning or probation status (see below) will be sent a letter from the Graduate School of Management that their performance is below expectations.

Warning Level 2: Students that earn multiple grades less than B in a given term or over their graduate career but have not reached the limits of dismissal, will receive a letter of warning or probation depending on the severity of the situation., etc.

### Academic Probation

Academic probation includes but is not limited to: 7-11 credits of B-/C grades, 6-8 credits of C grades, 1-2 credits of F or U grade, a second term and/or overall grade point of less than 3.000. Academic probation is determined on a term-by-term basis and will not be applied to any subsequent term, as long as the student satisfies the conditions for Good Standing for each term in which the student is enrolled.

### Dismissal

Students that have unsatisfactory coursework are subject to academic dismissal (Required to Withdraw for Academic Reasons - RWAR) from their graduate program and the Graduate School of Management. In addition, these students will also be ineligible for financial aid due to failure to maintain Satisfactory Academic Progress.

The complete policy is posted in the Graduate School of Management bulletin.

Refer to the complete Financial Aid Satisfactory Academic Progress policy on the OSFA website.

[http://www.marquette.edu/mucentral/financialaid/resources\\_elig\\_standards.shtml](http://www.marquette.edu/mucentral/financialaid/resources_elig_standards.shtml)

Students may initiate an appeal to the academic dismissal (RWAR) in writing by following the deadlines outlined in the academic dismissal letter and utilizing the GSM Appeal Academic Dismissal/Satisfactory Academic Progress form

([http://www.marquette.edu/mucentral/registrar/documents/Form-](http://www.marquette.edu/mucentral/registrar/documents/Form-GraduateSchoolofManagementAppealAcademicDismissalSatisfactoryAcademicPr.pdf)

[GraduateSchoolofManagementAppealAcademicDismissalSatisfactoryAcademicPr.pdf](http://www.marquette.edu/mucentral/registrar/documents/Form-GraduateSchoolofManagementAppealAcademicDismissalSatisfactoryAcademicPr.pdf)) and responding to all of the questions therein.

RWAR and CAA dismissal appeals policies are posted in the Graduate School of Management bulletin.

Full details on Academic Review, Academic Censure, etc. are posted to the Graduate School of Management Bulletin and are the official standards.

## **APPEALS**

In the Graduate School of Management, the final responsibility to resolve student appeals rests with the dean of the Graduate School of Management (or, when delegated, the executive associate dean). Possible matters of appeal include, but are not limited to, terminations from program, disenrollment, graduation decisions, failure of economics master's comprehensive examination or professional project, and accusations of academic dishonesty. Before an appeal is made to the Graduate School of Management, every effort must have been made to resolve the matter informally, and appeal procedures at the program level must have been exhausted.

Appeals to the Graduate School of Management must be made in writing to the dean of the Graduate School of Management within 3 days of notification of the action being appealed. The appeal must be specific and substantiated. The dean of the Graduate School of Management reserves the right to appoint a committee to hear the appeal. During an appeal, the student may maintain graduate status. This status is maintained through either course work or continuous enrollment at the discretion of the Graduate School of Management or the student's graduate program. See the specific process at [marquette.edu/gsm](http://marquette.edu/gsm).

## **ATTENDANCE**

The Marquette University Graduate School of Management considers regular class attendance an important component of the learning process. Students are expected to attend scheduled class meetings; excessive absences may have adverse consequences, ranging from a lowered course grade to forced withdrawal from the course. Excessive absence is generally defined as missing more than 10-15 percent of the regularly scheduled class time. Please consult the instructor's course syllabus for additional details regarding a particular course.

## **Grade Appeals**

Students should make every attempt to resolve grade appeals directly with the faculty member involved. Within the GSM, students unable to resolve the issue with the faculty member should make a formal, written appeal to the Department Chairperson of the department in which the course was taught. If unable to resolve the issue, the student has the right to appeal in writing to the executive associate dean. If still unresolved, the student may appeal to the dean of the Graduate School of Management in writing. The dean's decision is final. All grade appeals shall be heard for the Graduate School of Management by the school or college that teaches the course, following the rules of that school or college. Their decision is final, and no further appeal is available. In schools or colleges with a departmental structure, the appeal procedure usually begins with the department chairperson. See specific process at [www.marquette.edu/gsm](http://www.marquette.edu/gsm).

## **Academic Status**

The Graduate School Bulletin defines full-time status as a minimum of seven credit hours, or its equivalent, (see Continuous Enrollment) for each fall and spring semester.

Half-Time status is defined as 4 or more, but less than 7 credits.

Less-than-half-time is defined as less than 4 credits.

See Graduate Bulletin for Continuous Enrollment policy and guidelines. It is important to note that Continuous Enrollment is for academic involvement not reflected via a course registration, such as master's essay work.

## **Accounting (MSA) Degree**

The MSA program is designed to provide students with the broad range of skills that successful accounting professionals need in today's complex and changing business environment. Courses emphasize technical knowledge in the functional areas of accounting, accentuate communication skills, and promote awareness of the accountant's ethical and social responsibilities. The MSA program meets the AICPA requirement for individual membership in that organization. For further information, please see our web site at <http://www.marquette.edu/gsm> or contact our Accounting Department at 414.288.7340.

## **Accreditation**

The College of Business Administration's Graduate School of Management is accredited by AACSB - International: The Association to Advance Collegiate Schools of Business. Please see their web site at <http://www.aacsb.edu> for other AACSB accredited schools.

## **Administration, College of Business Administration Graduate School of Management**

Dr. Joseph Daniels, Interim Dean  
Dr. David Clark, Executive Associate Dean  
Dr. Jeanne Simmons, Associate Dean of Graduate Programs  
Ms. Cheryl Nelson, Director of Student Services  
Ms. Debra Leutermann, Admissions Coordinator



Ms. Kim Huettl, Recruiter  
Ms. Connie Knoll, Administrative Assistant

## Admission

All students taking a Graduate School of Management class must be admitted to Marquette University. Those students not admitted to the Graduate School of Management's Graduate Programs must have 'consent' to register for a graduate level course. Consent can be obtained by contacting the Graduate School of Management at 414.288.7145.

## Admissions Requirements

Applicants must submit below materials directly to the Graduate School of Management:

Ideally, a student applies for and is admitted to **degree** status. Admission requirements are:

- A completed application form and fee.
- Official transcripts from all current and previous colleges except Marquette.
- Official test scores from the Graduate Management Admission Test (GMAT) or Graduate Records Exam (GRE).
- Essay questions on page 2 of the application form.
- Resume or job profile.

For International applicants only:

- Three letters of recommendation
- Official TOEFL score or other acceptable proof of English Proficiency

All official communication including admission decisions are sent from the Graduate School of Management via the United States Postal Service and potentially via your Marquette University email.

## Temporary Non-Degree Status

Admission requirements are the same as above, without the GMAT scores. Temporary Non-Degree Status is valid for one semester only. It may give a student a one semester 'head start' in studies. Admission to degree status is not guaranteed. A student cannot continue taking classes or register for a future semester without the official GMAT/GRE score. Admission to degree status will be contingent upon grades from the Temporary Non-Degree status, acceptable, official GMAT/GRE scores and completion of any remaining admission requirements.

## Admission Notification

- All official communication including admission decisions are sent from the Graduate School of Management via the United States Postal Service.
- Please review your admission letter carefully.
  - Your advisor's name and contact information is on the letter.

## Advising

Graduate School of Management Graduate Students pursuing the MBA degree has a full-time advisor, who dedicates 100% of her time to MBA students. You should receive a separate advising letter as well as your admission letter.

Initial advising is not mandatory, but strongly encouraged. Advising can be done over the telephone or in person. We feel that one in-person meeting will provide essential information and direction.

For appointments with Cheryl Nelson, Director of Student Services, please contact the GSM Office Assistant at 414.288.7145.

Tips to start your semester at Marquette University:

- Call or set up an advising appointment early in your studies
- Register for classes as soon as possible
- Purchase your books prior to the start of class
- Review the Marquette University Graduate School of Management's On-Line Orientation at [www.marquette.edu/gsm](http://www.marquette.edu/gsm)
- Obtain your student MUID
- Activate your MUID via the library web site
- Activate your Marquette University e-mail (E-MARO)
  - Forward your E-Marq account to your most used e-mail account if necessary
- Make Parking arrangements

Program Curriculums can be found at [www.marquette.edu/gsm](http://www.marquette.edu/gsm).

## Alumni Association

Alumni of Marquette University are encouraged to stay involved in the Marquette community. To do this, please contact the Alumni Association at 414.288.7441.

## Books

All students can access a list of books necessary for their specific class by logging onto their CheckMarq account. The BookMarq, is the official textbook store, located at 818 N 16<sup>th</sup> Street. You can order books online on eFollett's web site at [www.marquette.bkstr.com](http://www.marquette.bkstr.com). Look for instructions on how to place a book order at [www.marquette.edu/pages/home/resourcecommons/bookmarq](http://www.marquette.edu/pages/home/resourcecommons/bookmarq). For your convenience, you can also pick up your books at the BookMarq by knowing the course number and section. You can also have your books reserved or mailed. Call 414.288.7317 for further information.

Book requirements are listed on your CheckMarq account approximately one month prior to the start of the semester. For instructions on how to view your [textbook list](#), refer to this site: [http://www.busadm.mu.edu/graduate/current\\_students/index.shtml](http://www.busadm.mu.edu/graduate/current_students/index.shtml)

Faculty may have assigned readings or other material due the first day of class. We encourage you to get your textbooks early and check the D2L site for any assignments.

Some students have started an informal, internal book exchange. Students swap books or sell books to other students taking the class the following semester. Be sure to check that the textbook will be the same!

## Bulletin

The Graduate Bulletin is posted to the Graduate School of Management's web site at [www.marquette.edu/gsm](http://www.marquette.edu/gsm). Students are responsible for all deadlines, policies and procedures located in the bulletin.

## Bursar's Office

Billing questions, including payment plans and options should be referred directly to the Office of the Bursar at 414.288.4000. The Office of the Bursar is located at Zilber Hall, 1250 W. Wisconsin Ave. Marquette Central is the primary resource for all bursar questions.

## Business Administration (MBA) Degree

Marquette University's MBA degree is a quality program, focusing on high-quality, and experienced students. Our program is designed to cover the functional areas of business. Our curriculum is relevant, practical and state-of-the-art. The MBA degree ranges from 33 – 39 credits, depending on an individual's academic and professional background. For detailed information on the MBA degree, see [www.marquette.edu/gsm](http://www.marquette.edu/gsm) or contact us at 414.288.7145 or by e-mail at [mba@marquette.edu](mailto:mba@marquette.edu).

We offer our program at our downtown Milwaukee campus, and have a cohort in Kohler, Wisconsin. The cohort groups begin in fall, although not every year. The students take all of their classes together on the same night of the week through completion of their degree requirements. Detailed information on these two programs can be found on our web site at [www.marquette.edu/gsm](http://www.marquette.edu/gsm).

Marquette University has three outstanding MBA Programs: the regular MBA program whether at the downtown Milwaukee campus or in Kohler, WI, an on-line MBA program, which are both part-time programs, and the Executive MBA program. These programs cover the same functional areas of business and are taught by the same high-caliber faculty. The regular MBA program gives the student the flexibility of taking classes that fit best into his/her schedule. This program allows the student to set the pace. The on-line MBA program is a cohort program. Students take all of their classes together as a group from start to finish – 28 months. They are locked into the cohort for both their studies and tuition rates. A specialization is not available for the on-line MBA program.

The Executive Program is also a cohort program. All students admitted begin coursework in the fall term and continue as a group for 17 months. This program meets every other Saturday. It is generally more aggressive in nature and has an international focus. Students admitted to this program must have a minimum of 5 years managerial experience. Please refer to our web site at <http://www.marquette.edu/gsm>, call us at 414.288.7145 or e-mail us at [mba@marquette.edu](mailto:mba@marquette.edu) for additional information.

## Business and Managerial Analytics (BMAN), Certificate

Decision making is increasingly more complex and challenging due to factors such as rapidly changing technology, social media, globalized supply chains, and availability of data on virtually every aspect of a business. Today's business managers need to understand and rely on current technology to leverage organizational knowledge and use analytical models and statistical techniques to make data-driven decisions.

Marquette University's Graduate School of Management offers a 15 credit, graduate certificate program in business and managerial analytics. It is a modular certificate that stands alone but also allows for credits to be "stacked" into existing graduate business programs (i.e., MBA or MS programs).

The program is designed for working professions and managers wanting to understand how to leverage their organization's data and to utilize it in business decision making and risk reduction. No programming knowledge is required for this certificate.

This certificate helps those with existing business acumen to properly frame business problems in light of the overall management strategy, to identify appropriate data within and outside of the organization, to apply analytical approaches, and use business judgement

to understand how results inform the art of decision making. For more information, contact Ms. Kim Huettl at GSM.Marquette.edu or visit our website at [www.marquette.edu/gsmn](http://www.marquette.edu/gsmn).

## Calendar and Deadlines

The calendar and deadlines for each semester is posted both in the Graduate Bulletin and linked on our web site. Graduate Students are expected to know and follow the calendar and deadlines of the University.

Below is a resource link to assist you with this information.

- [http://www.busadm.mu.edu/graduate/current\\_students/index.shtml](http://www.busadm.mu.edu/graduate/current_students/index.shtml)
- Important dates for the current semester are posted in the Graduate Bulletin and summarized on our web site at:
- [http://www.busadm.mu.edu/graduate/current\\_students/index.shtml](http://www.busadm.mu.edu/graduate/current_students/index.shtml)

## Career Development and Placement

We have the Business Career Center, which focuses 100% of their time within the College of Business. The Business Career Center is located on the 2<sup>nd</sup> floor of David Straz Hall, right next to the Graduate School of Management. They can be reached at 414-288-7927 or [businesscareers@marquette.edu](mailto:businesscareers@marquette.edu). Also, check out their web site at <http://business.marquette.edu/career-center/undergraduate>.

Career Counseling and Testing is available via the Counseling Center. Please call them at 414.288.7172 for an appointment.

For more information on the Career Services Center, link to their web site at: <http://www.marquette.edu/csc/index.shtml>

## Check Cashing

Check Cashing services are available in the Alumni Memorial Union, Union Station, Rm. 158. Contact them at 414.288.1518 for further information.

## CheckMarq

CheckMarq is your portal to Marquette University.

- CheckMarq is available at [www.marquette.edu/checkmarq](http://www.marquette.edu/checkmarq).
  - You should have received your user name and password via US mail shortly after applying to the University. If you do not have this information, please contact the Information Technology Services (ITS) helpdesk at 414-288-7799.
  - Just a reminder, for security purposes, user names and passwords are mailed, not provided via the telephone or email.
    - What should you have when you call?
      - Your Marquette ID number, Social Security number and Date of Birth.
- From CheckMarq you can:
  - Register for classes
  - Check your grades
  - Update your personal contact information
    - To update your personal information such as telephone or address, log into your CheckMarq account and follow the links.
  - View your appointment time for the next registration cycle
  - Forward your Marquette e-mail to another account
- A brief guide to CheckMarq is provided at:  
<http://www.busadm.mu.edu/graduate/RegistrationMaterials.shtml> 14

## Child Care

For child care information, contact the Marquette University Child Care Center at 414.288.5655.

## Class Meetings

Classes typically meet one night a week from 5:30-8:15. In the summer the classes meet two nights a week but for only 6 or 7 weeks.

- We offer some classes on Saturdays in varying formats (i.e., 8 weeks in a row, every other week for the term, etc.).
- Keep an eye on the schedule of classes posted at <http://www.busadm.mu.edu/graduate/timetable/> for exact days and times for classes each term!

## Communications

Advising is not required for all GSM students, but strongly encouraged.

- Please call to make an appointment with your Advisor.

As a new student, you automatically have a Marquette University e-mail account on eMarq. EMarq is accessible on and off campus on any computer with Internet access. The site address is [emarq.mu.edu](http://emarq.mu.edu).

Graduate School of Management communication will be sent to your Marquette University e-mail account, including, but not limited to registration information, deadlines and academic review notifications. Marquette University e-mail is an official means of communication. Students are expected to utilize this tool for all Marquette University communication.

GSM Web Site Below is a sample of materials posted to our web site at [www.marquette.edu/gsm](http://www.marquette.edu/gsm).

- Admission requirements
- Program requirements
- Schedule of classes
  - Calendar of classes
  - Deadlines
  - Upcoming Events
    - Seminars, guest speakers, etc.
  - Registration updates
  - E-Mail – most communication will be sent via your eMarq account, including reminders on deadlines, registration, schedule of class availability, course cancellation due to instructor illness, etc.
  - You can forward your eMarq account to any email you prefer via CheckMarq.

## Contacts – Graduate School of Management

- **Dr. Jeanne Simmons**
  - Associate Dean, GSM
- **Ms. Cheryl Nelson**
  - Director of Student Services
- **Ms. Debra Leutermann**
  - Admissions Coordinator
- **Ms. Kim Huetl**
  - Recruiter
- **Ms. Connie Knoll**
  - Administrative Assistant

Phone:  
414-288-7145

Web site:  
[www.marquette.edu/gsm](http://www.marquette.edu/gsm)

E-Mail:  
[mba@marquette.edu](mailto:mba@marquette.edu)

## Contacts – Graduate School of Management Master’s and Certificate Programs

- Master of Science in Accounting
  - Dr. Qianhua Ling
  - [Q.ling@marquette.edu](mailto:Q.ling@marquette.edu) 414-288-8069
- Master of Science in Applied Economics
  - Dr. Farrokh Nourzad
  - [farrokh.nourzad@marquette.edu](mailto:farrokh.nourzad@marquette.edu) 414-288-3570
- Master of Science in Supply Chain Management
  - Jyoti Gandha
  - [jyoti.gandha@marquette.edu](mailto:jyoti.gandha@marquette.edu) 414-288-3309
- Master of Arts in Corporate Communication
  - Dr. Sarah Feldner 414-288-3491
  - [sarah.feldner@marquette.edu](mailto:sarah.feldner@marquette.edu) or
  - Cheryl Nelson 414-288-7145
  - [cheryl.nelson@marquette.edu](mailto:cheryl.nelson@marquette.edu)
- Master of Science in Healthcare Technology Management
  - Dr. Jay Goldberg 414-288-6059
  - [jay.goldberg@marquette.edu](mailto:jay.goldberg@marquette.edu)
- Master in Management
  - Cheryl Nelson 414-288-7145
  - [cheryl.nelson@marquette.edu](mailto:cheryl.nelson@marquette.edu)
- Certificate in Business and Managerial Analytics
  - Dr. Scott Rex 414-288-8071
  - [scott.rex@marquette.edu](mailto:scott.rex@marquette.edu)
  - And Cheryl Nelson 414-288-7145
  - [cheryl.nelson@marquette.edu](mailto:cheryl.nelson@marquette.edu)
- Certificate in Leadership
  - Cheryl Nelson 414-288-7145
  - [cheryl.nelson@marquette.edu](mailto:cheryl.nelson@marquette.edu)
- Certificate in Sports Leadership
  - Cheryl Nelson 414-288-7145
  - [cheryl.nelson@marquette.edu](mailto:cheryl.nelson@marquette.edu)

## ***Continuous Enrollment – Continuation Registration***

University policy states that every graduate student, except those with non-degree status, must be enrolled as a full-time, half-time or less than half-time student each fall and spring term to maintain his or her student status. Registration in the summer is only required if the student intends to graduate in August.

Students who are not able to take academic courses in a particular session, but need to maintain active academic status, may take a non-credit course entitled Graduate Standing Continuation. This offering is designed to allow graduate students to engage in such activities as completing preparation for comprehensive examinations or work on master's professional project. This option is designated as less than half-time, cannot be used in conjunction with other courses, and will not qualify an individual for financial aid. Students will have access to the library and other resources such as email.

Continuation registration must have approval of the student's advisor and GSM. The form to apply for the continuation registration is on our web site at [www.marquette.edu/gsm](http://www.marquette.edu/gsm) under the forms link. Permission numbers are required to register for all continuation courses. Continuation Registration is graded Satisfactory/ Unsatisfactory. The student is billed by the Office of the Bursar for this course.

Graduate School of Management students may request a Temporary Withdrawal versus the continuation course.

If a Temporary Withdrawal from studies is necessary, complete the Temporary Withdrawal form posted to the GSM web site and forward to the GSM office. Include your reason for not taking classes that semester and a projected return date. There is no fee associated with this process. Students, who do not request a written temporary withdrawal with the Graduate School of Management, are subject to readmission based on the program and admission standards of the current program year. Students not currently enrolled will not have access to University resources such as the library.

Also see Temporary Withdrawal.

## **Corporate Communication, (CCOM) Master of Arts**

Communication is increasingly considered an executive-level function in organizations around the world. Many companies now have a chief communication office (CCO) position, which is typically responsible for identity and reputation management, corporate social responsibility, financial communication and investor relations, executive communication, government relations, internal communications and more. Marquette's unique interdisciplinary program is one of a few in the nation that combines public relations fundamentals and communication theory with an advanced business education to prepare professionals for executive-level communication roles in an increasingly complex communication landscape. For additional information, please contact Ms. Kim Huetl at [GSM.Marquette.edu](mailto:GSM.Marquette.edu) or visit our website at [www.marquette.edu/gsm](http://www.marquette.edu/gsm).

## **Counseling**

The Counseling Center is located in Holthusen Hall, Rm. 204. If an emergency situation arises, contact the Public Safety Office at 414.288.1911. For all other mental health concerns, contact the Counseling Center at 414.288.7172 or visit their web site at <http://www.marquette.edu/counseling/>

## **D2L**

D2L – Desire to Learn is a secured, interactive web based learning tool. This is a forum that may allow a student to talk (chat) with the faculty member, a team or group that was established for the class, exchange ideas and access posted documents, articles, class notes, messages, etc.

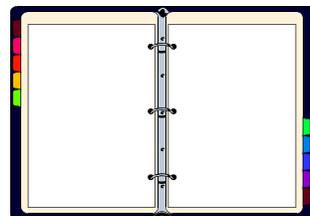
- Access is via CheckMarq or at <https://d2l.mu.edu> (No www)
- Your username and password are the same for D2L and CheckMarq.
- Faculty may post class related materials such as the syllabus, class notes, quizzes, etc. to the D2L site.
  - If a faculty member uses D2L, students registered for a specific class may access the posted information as soon as 2 weeks prior to the start of a semester. Some faculty may require and monitor student access to D2L.
  - We encourage you to access the D2L class sites prior to the start of a term as faculty may post the syllabus and/or class assignments due the first day of class!

## **Deadlines**

Deadlines are published in the Graduate Bulletin and our web site at [www.marquette.edu/gsm](http://www.marquette.edu/gsm) [http://www.busadm.mu.edu/graduate/current\\_students/index.shtml](http://www.busadm.mu.edu/graduate/current_students/index.shtml). These are University deadlines affecting policies and procedures of the University and governing agencies.

Some of the deadlines include:

- Registration
- Schedule Changes
- Graduation
- Incomplete Grade Changes
- Financial Aid



Master of Science in Economics students have deadlines for:

- Comprehensive Examination
- Master's Professional Project Outline
- Master's Professional Project

It is important to know that the Graduate School of Management may have deadlines different from or in addition to the Graduate School. Please refer to the Graduate School of Management for appropriate GSM deadlines.

## Disability Services

Disability Services are available through the Office of Disability Services at 707 N 11<sup>th</sup> Street, Room 503. Phone: 414.288.1645.

For additional information, visit their web site at: <http://www.marquette.edu/oses/disabilityservices/>

## Economics (MSAE) Degree

The Master of Science in Applied Economics (MSAE) degree is for individuals seeking careers as economic, market or financial analysts in industry, government, or the financial sector. The program provides students the solid grounding in economic theory and the working knowledge of advanced quantitative methods needed to succeed as business economists, market or financial analysts, economic researchers, government staff economists, or economic consultants. For additional information, please contact the Economics Department at 414.288.7377 or visit their web site at <http://www.marquette.edu/gsm>.

## E-Mail

As a new student, you automatically have a Marquette e-mail account on eMarq. eMarq is accessible on and off campus on any computer with Internet access. The site address is [emarq.mu.edu](http://emarq.mu.edu) (no www).

- Your email address will typically be your [firstname.lastname@marquette.edu](mailto:firstname.lastname@marquette.edu).
- Most GSM communication will be sent to your Marquette University e-mail account. Be sure to activate this account and check your MU e-mail on a regular basis.
- Students may forward their MU e-mail account to another account via CheckMarq.
  - Be cautious in forwarding Marquette email to a personal account. Some web-based email services may block Marquette email.
  - Instructions are available at: <http://www.busadm.mu.edu/graduate/documents/CheckMarqQuickGuide.pdf>

## Emergencies

All on-campus emergencies should be directed to the Marquette University Police Department at 414.288.1911.

## Facility – David A. Straz Jr. Hall

Graduate Business classes are held in David A. Straz Jr. Hall, College of Business Administration. As a quick guide, we are directly behind Marquette Hall which is located on 12<sup>th</sup> and Wisconsin. Graduate School of Management classes are typically held in this building.

- Classrooms are posted both on your schedule of classes and in the front lobby of our building the first week of classes. Double check your schedule prior to coming to class in case of room changes.
- There is a computer lab on the first floor of David A. Straz Jr. Hall to assist in meeting the needs of our students. The lab is typically available Monday – Thursday until 11:00 pm. We also have weekend hours. Lab hours are posted in the lab. The Computer Lab is accessed via card swipe. All students utilizing the lab must use their MU ID to access the facility.
- There is wireless access throughout the building.
- Brew Straz is located on the first floor of David A. Straz Jr. Hall, opened from 3:30 – 7:00 pm Monday – Thursday. Coffee and treats are available and often welcomed when coming directly from work.
- Study areas are available in David A. Straz Jr. Hall and utilized by graduate and undergraduate students. The Brownlee atrium located on the first floor of the building is a beautiful and comfortable study and meeting location. There are small spaces inside the 1<sup>st</sup> floor lobby and a quiet space in the lower level of the building.
- Vending machines are available in the lower level of the building.
- ATM machines are located in the lower level of Cudahy Hall (just west of the COBA) and in the Alumni Memorial Union (on about 15<sup>th</sup> and Wisconsin)

## FERPA (Family Educational Rights and Privacy Act)

Marquette University complies with the FERPA act of 1974. For a copy of the MU official policies and compliance, please refer to the Marquette University web site at <http://www.mu.edu>.

All disclosures of student information must be in the form of written consent from the student. The written consent must include: Name of the party making the request, the specific request, any additional party to whom the information may be disclosed, the legitimate interest the party has in requesting or obtaining the information.

Example: I am purchasing an automobile and can get a discount if I provide proof that I will graduate this May. Please address the letter to: XXXXXXXXXX to verify my anticipated graduation.

(If the letter is to be mailed, include that information and the address. If you wish to pick up the letter, provide that information.)

## Financial Aid

There are two resources on campus for financial aid. The most common is the Office of Student Financial Aid. Contact the Office of Student Financial Aid at 414-288-4000 or visit their web site at <http://www.marquette.edu/financialaid> for additional information, such as: student loans, costs to attend Marquette University, type of aid available, eligibility for aid, etc.

The GSM has limited university-funded financial aid for graduate students. Typically, this aid is in the form of scholarship and assistantships.

- To apply:
  - Complete the Application for Graduate School Admission and Financial Aid by the appropriate deadline. All admission requirements including the items listed below are required by the deadline date:
    - Application for Admission
    - Application Fee
    - Essays
    - Official GMAT
    - Official Transcripts
    - Three letters of recommendation



– Admitted or Continuing Students: Complete and submit the Financial Aid for Admitted Students form by the application deadline. In addition, all materials from above must be on-file in the GSM office. Letters of recommendation are required for all Graduate Assistantship applicants. The application is at: [www.marquette.edu/grad/forms.htm](http://www.marquette.edu/grad/forms.htm)

The Office of Student Financial Aid is located at: Zilber Hall, 1250 W. Wisconsin Ave.

## Financial Aid Resources

All Graduate Students are encouraged to research outside sources to assist with tuition and funding. Below is a link that may assist in your search.

<http://www.marquette.edu/grad/financialaid/fasearch.html>

## GMAT (Graduate Management Admission Test)

The GMAT or GRE is a program requirement GSM programs. Our average GMAT at Marquette University is 575 out of an 800 point test. We look for an even distribution between the verbal and quantitative scores. For additional information on the GMAT please refer to [www.GMAT.com](http://www.GMAT.com).

## Golden Eagles

To purchase Golden Eagles sports tickets, contact Intercollegiate Athletics at 414.288.7127.

Golden Eagles Retail Shop is located in the Alumni Memorial Union, First Floor, 414.288.3050.

## Grades

Semester grades are posted to your CheckMarq account within a week of the close of the term. Grades are not mailed and cannot be given out over the telephone or via e-mail.

To view your grades log into your CheckMarq account. A brief guide is attached for your review at: <http://www.busadm.mu.edu/graduate/RegistrationMaterials.shtml>

## Standards

All Graduate Students are expected to maintain a minimum of a 3.00 grade point average every semester and overall. While the minimum grade to pass a course is “C”, students are expected to obtain a “B” or better in all courses, including prerequisites, program required courses, or courses taken for personal or business satisfaction.

Grades that fall below a “B” and grade point averages below 3.00 are subject to academic review. Refer to the Graduate School of Management bulletin at [www.marquette.edu/grad](http://www.marquette.edu/grad) for Academic Review policies and procedures or contact the Graduate School of Management for specific GSM procedures.

Degree requirements and courses that apply toward graduation requirements must be taken for credit and grade. S/U, Pass/Fail and Audit grades are not acceptable grades. See Graduate School of Management bulletin for details.

## Grade Changes

### *Temporary Grades: I, IC*

Students are encouraged to complete their courses each semester. However, under special circumstances, the student may consult with their instructor for one of the following temporary grades: I – the course work has not been completed. The IC grading structure is a pre-planned grade for a course that may span over the course of two semester, such as an international abroad course.



The I grade is agreed upon prior to the completion of a semester. The deadline to complete the missing requirement(s) is usually 4 weeks into the start of the next fall or spring semester. The deadlines are posted in the Graduate Bulletin and our web site at [www.marquette.edu/gsm](http://www.marquette.edu/gsm).

If you meet your requirements by the deadlines indicated in the Graduate Bulletin and contact the Graduate School of Management by the deadline date, we will petition the course instructor for a permanent grade.

Failure to meet the deadline will result in a grade of "F" for the course.

The IC grade is changed by the University upon completion of the course and submission of final grades by the instructor.

### *Correcting a Permanent Grade*

Either the student or the instructor may initiate changing a permanent grade because of a miscalculation on the part of the instructor, or a misunderstanding between the instructor and the student. Changing a permanent grade should be done within six months of the end of the semester. There is no grade change fee.

Contact the Graduate School of Management for assistance at 414.288.7145 or by e-mail at [mba@marquette.edu](mailto:mba@marquette.edu).

## Graduation

### **Graduation Application Process**

All students must apply to graduate by the posted deadline. The application for graduation generates request to audit a record for completion and order a diploma. Failure to apply for graduation by the deadline indicated in the Graduate Bulletin may result in the student not graduating or receiving a diploma.

- Students may complete all program requirements and obtain a diploma at the end of May, August and December.
- The deadline to apply for the diploma (graduation) is listed at:
  - [http://www.busadm.mu.edu/graduate/current\\_students/index.shtml](http://www.busadm.mu.edu/graduate/current_students/index.shtml)
- The graduate application is located in your individual CheckMarq account.
- Once the deadline has passed, a detailed audit will be conducted by the GSM. If there are any questions or concerns, the student will be notified by their GSM Advisor.
- There is one Commencement (graduation) ceremony, which is held in May.



Diploma pick up information is available via Marquette Central Office. Additional diploma information can be found at: [https://www.marquette.edu/mucentral/registrar/diplomas\\_index.shtml](https://www.marquette.edu/mucentral/registrar/diplomas_index.shtml). Diplomas are only available to those who have applied for graduation by the deadline indicated in the Graduate Bulletin, successfully completed all requirements for graduation and have all documentation cleared in the Graduate School of Management records.

### **Graduation Requirements**

The student must complete all degree requirements by the deadlines indicated in the Graduate Bulletin. Refer to the Graduate Bulletin and your academic advisor for questions and review of graduation readiness.

### **Gyms/Recreational Facilities**

Marquette University has three recreational facilities available to students at no charge:

- Helfaer Recreation Center, 16<sup>th</sup> and Michigan, 414-671-6976
- Valley fields, 1818 W Canal Street, 414-671-5381
- Rec Plex, David Straz Tower, 915 W Wisconsin Avenue, 414.288.7778

A valid MUID is required to access these facilities.

Detailed information regarding the facilities is at: <http://www.gomarquette.edu/recsports/pages/facilities.htm>

## Health Care Technologies Management (HCTM)

The Healthcare Technologies Management Program is jointly offered by Marquette University and the Medical College of Wisconsin. It is an interdisciplinary graduate program that combines business, technology, and healthcare, and leads to a Master of Science degree in Healthcare Technologies Management from both institutions.

Detailed information can be found at <http://www.eng.mu.edu/hctm>.

## Health Services

There are two student health centers on the Marquette University campus. For information about these services, contact Student Health at 414.288.7184 or via their web site at: <http://www.marquette.edu/shs/index.shtml>.

Immunization Policy:

- In the interests of keeping individual students and the campus community healthy. **ALL NEWLY ADMITTED OR READMITTED STUDENTS** are **REQUIRED** to provide **proof of certain immunizations, complete a medical history form** and to complete a **screening instrument for tuberculosis. A physical exam is not required.**
- Proof of immunization (or disease, as applicable) is **REQUIRED** for MMR (measles, mumps, rubella), Varicella (chickenpox) and Tetanus/Diphtheria. These forms should be completed in advance of coming to campus and submitted to the Student Health Service where they will be retained in confidence.
- ***Failure to submit the required documentation within 30 days of the start of your first session/term at Marquette will result in a medical hold preventing future registrations.*** This hold will be removed once the immunization and TB screening requirements have been met.
- Please visit <http://www.busadm.mu.edu/shs/clinical/incoming.shtml> for more information.

## Holidays

University Holidays are posted on the Schedule of Classes and Timetable and Calendar on our web site at [www.marquette.edu/gsm](http://www.marquette.edu/gsm). Graduate School of Management graduate students are encouraged to refer to our web site for dates specific for graduate accounting, business, economics and human resources classes.

It is important to note that GSM classes may meet on days the undergraduate and other graduate unit classes are not in session.

**Graduate School of Management students are encouraged to refer to our web site for schedules and meeting dates at [www.marquette.edu/gsm](http://www.marquette.edu/gsm).**

## Housing

Residence Hall information can be obtained by contact the Office of Residence Life at 414.288.7281. Off-campus Housing information can be obtained from the Off-campus Student Services at 414.288.7281.

## Immunization

- Immunization Policy:
  - In the interests of keeping individual students and the campus community healthy, **ALL NEWLY ADMITTED OR READMITTED STUDENTS** are **REQUIRED** to provide proof of certain immunizations, complete a medical history form and to complete a screening instrument for tuberculosis. A physical exam is not required.
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  - ***Failure to submit the required documentation within 30 days of the start of your first session/term at Marquette will result in a medical hold preventing future registrations.*** This hold will be removed once the immunization and TB screening requirements have been met.

Please visit <http://www.busadm.mu.edu/shs/clinical/incoming.shtml> for more information. STS phone number is 414.288.7184.

Also see Health Services.

## Independent Study – 6995 courses

Independent study courses provide the opportunity to study and investigate areas of interest not available through normal course offerings. An Independent course is taken on the recommendation of the student's advisor, and must have written consent of the Associate Dean of the Graduate School of Management. The Independent Study course form and the GSM summary for the Independent Study course must be completed and submitted prior to the start of the semester and the start of any work associated with the Independent Study course.

The student cannot CHECKMARQ register for an Independent Study course. Therefore, the approved paperwork is essential for registration. A student may take a maximum of two – Independent Study courses for a maximum of six credits.

The Independent Study (2 page form) is on our web site at [www.marquette.edu/gsm](http://www.marquette.edu/gsm) under Forms.

## Information Technology Services (ITS)

Information Technology Services provides progressive, reliable solutions and quality technology services. IT Services is headquartered on the second floor of Katharine Reed Cudahy Hall at 1313 W Wisconsin Ave. You can contact IT Services helpdesk at 414-288-7799 or send an email with computer, network, or wireless access questions or problems to [helpdesk@marquette.edu](mailto:helpdesk@marquette.edu).

- Laptops are not required in the classroom. David A. Straz Jr. Hall will support wireless connections. For specific information on wireless access, contact our ITS helpdesk at [helpdesk@marquette.edu](mailto:helpdesk@marquette.edu).
- Contact the ITS helpdesk with questions on purchasing computers and resources available to you as a Marquette University student.

## International Center

The Office of International Education is the primary resource for all visa and status questions for our international students. This is also an excellent resource on cultural information and events. All questions on international student status should be directed to the Office of International Education at 414.288.7289.

## Jesuit Multilateral Agreement (JEBNET)

The Jesuit Transfer Agreement (Jesuit Business Schools) allows a student to transfer more than 6 credits from another participating Jesuit school to their Marquette University GSM degree. Therefore, you can take more than 6 credit transfer of credit limit via this agreement. The Jesuit School where you complete 51% or more of your course work is the school that awards your degree.

- To participate in the JEBNET agreement:
  - a) complete the Multilateral Agreement Form available in the Graduate School of Management office
  - b) be accepted at the school of interest and meet all of their admission requirements
  - c) obtain pre-approval for all transfer courses from the Marquette University Graduate School of Management
  - d) obtain the grade of “B” or better in the transfer course(s)
  - e) have official transcripts sent directly from the school to Marquette University Graduate School of Management upon completion of the course(s).
    - The official transcripts must be received prior to our graduation deadlines for the anticipated graduation term.

Additional information regarding JEBNET can be obtained at: <http://www.jesuitmba.org/>

## Leadership Certificate

The purpose of the certificate in leadership is to enhance skills in positively influencing others and managing change through values-based leadership strategies. Professionals ready to advance from individual contributors to proactive managers and leaders in their chosen field will benefit from this focused course in study. The certificate covers topics in strategic communication, negotiations, motivation strategies, performance goal setting, change management tools and refining a personal leadership style. For more information, contact Ms. Kim Huettl at [GSM.Marquette.edu](mailto:GSM.Marquette.edu) or visit our website at [www.marquette.edu/gsm](http://www.marquette.edu/gsm).

## Library

Marquette’s Law and Raynor Memorial Libraries offer more than 1.5 million volumes, hundreds of research databases, computer access and laptops on loan. The libraries boast superb library staff members who help researchers from around the world. Learn about the Raynor Memorial Library at [www.marquette.edu/library](http://www.marquette.edu/library) and the Law Library at <http://law.marquette.edu>. Then click on Law Library tab.

Valerie Beech is the Business Librarian at the Raynor Libraries. She is a great resource for GSM students doing research for a class. Her email address is [valerie.beech@Marquette.edu](mailto:valerie.beech@Marquette.edu).

Don’t wait until the last minute to activate your library account. It may take 24 hours before you are able to use their on-line services.

## Marquette University Police Department

Marquette operates its own [commissioned police department](#), which works closely with the Milwaukee Police Department to ensure the security and safety of the university community. Located on the first floor of the 16th Street Parking Structure, 749 N. 16th St. (between Wisconsin Avenue and Wells Street), the department houses its administration, officer operations, the Command Information Center, preventive services, and Student Safety Programs. MUPD operates 24 hours a day, every day. Services can be obtained by calling (414) 288-6800. In cases of emergency, students and employees should contact MUPD’s emergency line by dialing (414) 288-1911 from any campus extension or (414) 288-1911 from any off-campus phone.

MUPD employs police, public safety and university service officers. The police officers’ primary role is to prevent crime and the breach of public order. Primary responsibilities include protecting students, faculty, staff, campus visitors, property and facilities from accidents, bodily harm, fire, theft, vandalism and illegal entry; enforcing laws and traffic and parking regulations; apprehending violators; providing general information and assistance to the public; conducting criminal investigations; and participating in community-oriented policing efforts. Public safety officers are responsible for preventing and suppressing crime, protecting life and property, and preserving peace throughout the Marquette community. University service officers are responsible for protecting the Marquette community and securing

Marquette's property. They conduct walking patrols of campus buildings and grounds, provide authorized after-hours access to buildings, and assist public safety officers, as well as campus community members, who have locked keys in cars, need jump-starts, or require other assistance.

University's Police Department is an active presence on campus. Questions regarding emergencies, security, safety services, victim and witness assistance, escorts and transportation should be referred directly to their office.

- Emergency contact: 414-288-1911
- Non-emergency contact: 414-288-6800
- Student escort services: 414-288-6363

## Master in Management

The Management (MGMT) program (MiM degree) is a 30-credit program designed to develop leadership skills related to the management and development of human capital, organizational development and change management practices that generate positive organizational results. Its curriculum reflects a forward-looking view of human capital as equal to financial and physical capital in enhancing the competitiveness of any organization. The master in management program is accredited by the Association for the Advancement of Collegiate Schools of Business (AACSB-International) and reflects the high standards and expectations of that accreditation. For more information, contact Ms. Kim Huettl at [GSM.Marquette.edu](mailto:GSM.Marquette.edu) or visit our website at [www.marquette.edu/gsm](http://www.marquette.edu/gsm).

## Ministry (Liturgies and Services)

Alumni Memorial Union, Rm. 236, phone 414.288.6873  
Chapel of the Holy Family, 414.288.6873  
St. Joan of Arc Chapel, 414.288.6873 or 7039  
Gesu Parish Center, 414.288.7101 or 6399  
Lutheran University Minister, 414.288.3691

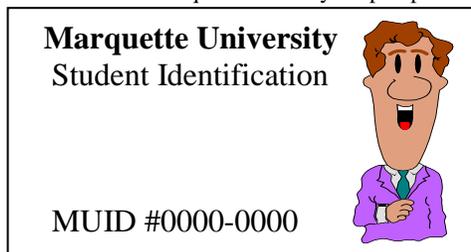
## Moving? See Jesuit Multilateral Agreement and Transfer of Credits Sections

It is hard enough to move. The last thing you want to do is lose credits or progress toward completing your degree. Seek out another

Jesuit Institution to maximize your transfer of credit options.

## MUID – Student Identification Card

The MarquetteCard is your passport to life at Marquette and your official university ID. Use it to check-out books at the library, access the Rec Plex, enter Straz Hall and everything in between.



library, access the Rec Plex, enter Straz Hall and everything in between.

- The MarquetteCard office is located in Union Station in the Alumni Memorial Union at 1442 W Wisconsin Ave. Call 414-288-3265 to get the hours of operation.
- You will need a photo ID to get your MU ID card.
- Please note that you will need the bar-coding from the back of your student ID to access the on-line library. It may take the library a day or two to activate your on-line library access. Be sure to request your library access as

soon as possible. For more information, contact: <http://www.marquettocard.com>

## Multicultural Center

The Multicultural Center hosts many activities throughout the year and provides needed resources. For additional information, contact the Multicultural Center at 414.288.6769.

## Museums

Everyone should visit the Haggerty Museum of Art at least once. See the historical and/or progressive works on display. For exhibition information and hours, contact 414.288.1669.

## Off-site Programs

We currently have one off-site location for the MBA program – in Kohler at the Inn of Wood Lake. This program is a cohort program (i.e., students are admitted directly to the program and go through it together as a group).

- Students in the cohort programs will vote on the electives that they would like to take as a group
- Cohort students always have the option to take different electives on campus.

## Parking

Marquette University's Parking Services Office is located in the Wells Street Parking Structure at 1240 W Wells Street and is open to serve students from 8:00 am to 4:30 pm Monday through Friday.

- Parking permits can be purchased via the Parking Office, located in the parking structure on 13<sup>th</sup>, phone, 414.288.6911 or 288-6800. A parking application is available on-line via the parking offices web site at <http://www.marquette.edu/parking/permits/>.
- Parking fee rates are available at [www.marquette.edu/parking/types](http://www.marquette.edu/parking/types) or contact Parking Services at 414-288-6911.
- Metered street parking around the Marquette University campus is also available on a first-come basis.

## Post Office

Marquette University has a post office in the Alumni Memorial Union, Union Station, Rm. 158. For information and hours, contact 414.288.1518.

## Preparing Future Faculty



The Preparing Future Faculty Program (PFF) is designed for graduate students who are interested in pursuing a career in academia. PFF is a national program that includes 17 doctoral degree granting and 68 diverse partner schools. Through exchanges within the other PFF programs, students gain an awareness of the range of faculty duties and responsibilities at a variety of colleges and universities. By knowing how different institutions operate, PFF members are well prepared to make informed career decisions and, as faculty members, adapt to an institutional environment that may differ greatly from that of their graduate program.

PFF sponsors colloquia, workshops, and conferences addressing pedagogic and professional issues to enhance the professional development of graduate students. Topics covered range from technology in the classroom to grant writing and from the job search process to diversity in the classroom.

PFF provides opportunities for graduate students to gain practical experience. Participants develop critical observation skills by assessing the teaching of their peers. Additionally, members gain administrative skills by serving on various committees and are responsible for implementing the PFF program. Participants create a professional portfolio, which documents their achievements and abilities, providing future employers with a wealth of relevant information.

This program is open to all graduate students. Successful completion of the program will be recognized with a notation on the graduate's transcripts. For further information, contact the program coordinator at 414.288.5957, via e-mail at [MUPFF@Marquette.Edu](mailto:MUPFF@Marquette.Edu) or visit the web site at [www.Marquette.edu/pff](http://www.Marquette.edu/pff).

## Printwise – printing funds

Each registered student receives printing allocations, called PrintWise posted to their student account. The funds are posted to the MarquetteCard. This allocation is provided each academic year and will be reset on the first day of the fall term. Unused allocations do not carry over from each academic year and are non-transferable to other cardholders. Printwise is available in the Straz Lab as well as in the libraries.

For more information on how to use Printwise and much more go to: <http://www.marquette.edu/printwise>.

## Registrar (Office of the)

The Office of the Registrar is the Official keeper of records. Transcripts, verifications, grades, and your diploma are provided via this office at Marquette Central. The Registrar can be reached at 414.288.4000, and is located in Zilber Hall, 1250 W. Wisconsin Ave.

## Registration

Registration is a web-based application called CheckMarq. Once a student applies to Marquette University, a user name and password are sent to the applicant by the University. This information should be retained. The same user name and password that is used to register, view schedules of classes, grades, etc.

- Instructions on how to use the CheckMarq registration system are available at: [http://www.busadm.mu.edu/graduate/current\\_students/index.shtml](http://www.busadm.mu.edu/graduate/current_students/index.shtml)
- Registration materials are available at <http://www.busadm.mu.edu/graduate/RegistrationMaterials.shtml>

To Register:

- Go to CHECKMARQ ([checkmarq.marquette.edu](http://checkmarq.marquette.edu))

Other services available include:

- View Enrollment Appointment (available during 'Open Enrollment')
- View Schedule of Classes
  - Book lists are available approximately 1 month prior to the start of a term via this option.
- Grades

- Grade reports are not mailed. They are available to the student via their CheckMarq account within 1 week of the conclusion of the term dates
- Bursar Bills and account information
- Student Financial Aid

Students admitted Temporary Non-Degree AND late admits to the GSM need advising AND *Permission Numbers* for each class in order to register. Pending course availability and student eligibility, the Director of Student Services will provide the student with permission numbers for specific courses. To seek advising and/or permission numbers, contact the GSM office at 414.288.7145.

Provide the following information either by e-mail or voice mail message.

- Student Name
- MUID number
- Course Number
  - Section Number
  - Course Title
- Contact Information – either telephone number or e-mail address

Permission numbers are student/course specific and have expiration dates. If the student has not registered by the expiration date, s/he will need to re-call the office with the above information. If there is still space availability in the course, the student will be given another permission number. If the course has filled, the student will be added to a waitlist.

**What do you do if a class is full?** If a BUAD class is full, contact the Graduate School of Management at 414.288.7145. Provide the following information:

- Student Name
- MUID number
- Course Number
  - Section Number
  - Course Title
- Contact Information – either telephone number or e-mail address

We will add you to our wait list for this course. If an opening occurs, you will be contacted to add this course to your schedule and provide you with a permission number needed for the registration process. Permission numbers have expiration dates. If the student does not register by the expiration date, it is necessary to re-call the office with the above information and be re-added to the wait list at the next available slot.

Students are asked to **NOT** contact instructors for exceptions when classes are full. The Graduate School of Management's waitlist is the only means to be added to a class once the course is deemed full. Students may never attend classes that are not officially on their schedule.

### Registration Appointment Time

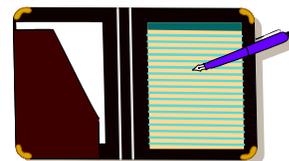
- All Marquette University degree status students are assigned appointment times to access the Registration system. These times are randomly assigned. The GSM cannot control the appointment time or date. Appointment times are posted to your CheckMarq account. See the link below for guidance to access and view your time. An e-mail announcement will be sent to all currently enrolled students once appointment times have been assigned for the fall and spring registrations.
- Summer registration does not have an appointment time. Registration is on a first-come-first-registered basis (i.e., all students have access on the first day of registration).
- Classes cannot be 'reserved'. Register during your appointment time. Contact the GSM if you have questions or difficulties. See wait lists for additional information.

<http://www.busadm.mu.edu/graduate/documents/CheckMarqQuickGuide.pdf>

### Schedule Changes

Schedule changes are done using the CheckMarq system during the "open enrollment period". These dates are listed in the Graduate Bulletin and Timetable of Classes. Once the deadline has passed, all students must contact the Graduate School of Management for further assistance at 414.288.7145 or via e-mail to mba@marquette.edu. This includes adding and dropping classes. All schedule changes after the close of late registration result in the grade of "W" posted to a student record.

Financial loss may occur for all dropped classes after the close of late registration.



### Adding a Course

A student may not attend a course for which he/she did not officially register. The course will not automatically be added to the student schedule even if the student attended that entire semester, completed the assignments, and final examination.

To add a course after the close of Open Enrollment, contact the Graduate School of Management Graduate at 414.288.7145 or via e-mail at [mba@marquette.edu](mailto:mba@marquette.edu).

## Withdrawing or Dropping a Course

A student will be subject to any financial loss appropriate for failing to drop a course via the CheckMarq system or failing to contact the GSM after the last attendance of the class. **It is the student's responsibility to contact the Graduate School of Management to initiate a schedule change. Notification to the faculty member will not change a student's schedule.**

A drop should be done via the CHECKMARQ system prior to the close of late registration. All course withdrawals or drops after the close of late registration (see Graduate Bulletin for this date) must be initiated in the Graduate School of Management. This can be done via downloading, completing and submitting the course drop or withdrawal form to us. The form is available on our web site at [www.marquette.edu/gsm](http://www.marquette.edu/gsm). The links are forms and Course Drop or Withdrawal Form. All drops done outside the CHECKMARQ system incur financial loss.

All manual withdrawals will result in the grade of "W" posted to the student's official records. Students may incur both financial and academic censure for "W" grades.

See the Timetable of Classes for the Withdrawal Policy and the Tuition Refund and Adjustment Schedule. The Withdrawal Policy and Tuition Refund and Adjustment Schedule can be found at <http://www.marquette.edu/bursar/tuition/index.shtml>

If you drop a course after late registration and add another course at the same time, the course you add may not be paid for in full by your scholarship since you may not have received a 100% refund on the dropped course. You may then have to pay a portion of the course you added.

See [Withdrawal from All Classes](#) if withdrawing from all classes or from graduate studies altogether.

## Specializations

Specializations, while not required, are available within the MBA degree. Specializations are available in: Economics, Finance, International Business and Marketing.

- A specialization consists of 12 focused credits in a specific field of study. A full list is posted to the Graduate School of Management website at [www.marquette.edu/gsm](http://www.marquette.edu/gsm).
- There are no substitutions or exceptions. The electives must be completed at Marquette University.
- No transfer credits apply toward the specialization. Students must earn a grade of "B" or better in all courses applied toward the specialization.

**Details on specializations and requirements can be found on our web site at [www.marquette.edu/gsm](http://www.marquette.edu/gsm)**

Students are not required to declare a specialization at any point but it is good to discuss the option with your Advisor if you are interested in earning a specialization.

## Sports

Information on the Golden Eagles and all Marquette University sports events can be obtained through the Intercollegiate Athletics and Recreational Sports Department at 414.288.6303.

Go Golden Eagles!



The Official Website of Marquette Athletics

MARQUETTE

## Sports Leadership Certificate

The Graduate School of Management offers a certificate in sports leadership, which is designed for professionals who would like to strengthen their leadership skills and advance their career within the athletics industry. This graduate certificate studies critical topics within the industry including leadership, sports communication, ethics, sports law, media events and historical events that help set the context for where the industry is today. For more information, contact Ms. Kim Huettl at [GSM.Marquette.edu](mailto:GSM.Marquette.edu) or visit our website at [www.marquette.edu/gsm](http://www.marquette.edu/gsm).

## Student Loans

See Financial Aid.

## Supply Chain Management (SCMM), Master of Science

The Online Master of Science in Supply Chain Management (MS-SCM) degree at Marquette University will equip you with the competencies and tools that you need to understand and lead the change in the **transition from physical to digital supply chains**. The program gives you the flexibility to learn on your schedule. Courses are delivered 100% online in conjunction with three four-day residential workshops at the beginning, middle, and end of the program.

With the **industry-driven curriculum**, you'll discover how to lead the transformation *to* a digital supply chain, and create business advantage across markets and industries. For more information, contact Ms. Kim Huettl at [GSM.Marquette.edu](mailto:GSM.Marquette.edu) or visit our website at [www.marquette.edu/gsm](http://www.marquette.edu/gsm)

## Temporary Withdrawal

Sometimes, it is necessary to miss one or more semesters of study. If you are going to take time off from studies, it is essential that you request a Temporary Withdrawal in writing from the Graduate School of Management office prior to the start of the first missed semester. The form is posted to the GSM web site. We will work with the University to move your records forward to your anticipated return date.

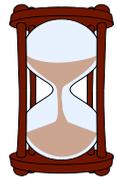
Students who do not contact us prior to missing a semester are considered 'out-of-status', and are subject to readmission to the Graduate School of Management. This may affect continuation in the program, completion dates and program requirements.

## Theatre

Helpaer Theatre information is available at 414.288.7505. Tickets information is available at 414.288.7504. Additional information can be obtained at <http://www.marquette.edu/theatre/>

## Time Limitations

Students must complete all requirements for their degrees within six years of their first course. Students unable to complete their program and graduate within six years may petition the



Graduate School of Management for an extension of time. The petition must be in writing and include an explanation of why the program has not been completed and a time and task chart of how and when the program will be completed.

Submit the written request to your advisor via the Graduate School of Management.

## Transcripts

The Office of the Registrar via Marquette Central will assist you with official transcripts, diplomas, documents and verifications.

They can be reached at 414.288.4000 via Marquette Central, Zilber Hall 1<sup>st</sup> floor. Their web address is: <http://www.marquette.edu/registrar>.

## Transfer of Credit

Limits are placed on the number of credit hours that may be transferred from other institutions in order to protect the integrity of the Marquette degree programs. Only credits directly applicable to a student's Marquette degree program will be considered for transfer, and there is no guarantee that these will be approved. Accounting, Business Administration and Economics require all transfer credits to be from AACSB accredited schools. Students are encouraged to have courses pre-approved for transfer prior to registering for courses outside the Marquette University Graduate School of Management. Credits that are accepted for a Marquette degree, if transferred in from another university, will not be included when calculating the student's GPA. However, credits taken at Marquette in another program, if accepted for transfer into a degree program, will be included in the student's GPA. Only courses in which a grade of B or above has been earned may be transferred for credit into a master's program. Students are strongly urged to consult their advisers before requesting or taking any course for which they will want to transfer credits.

Normally, six credits hours of approved graduate work from an outside AACSB accredited master's program will be transferred with the consent of the associate dean of the Graduate School of Management. A student can anticipate a maximum transfer of credit only in unusual or compelling circumstances. (See Jesuit Multilateral Agreement for exception.) Credits approved for transfer must have been earned within the previous five years at an AACSB accredited school and will affect the time limits for completing a Marquette program.

Transfer credits do not apply toward specializations.

Marquette University College of Business Administration and Graduate School of Management are accredited by AACSB - International: The Association to Advance Collegiate Schools of Business. Please see their web site at <http://www.aacsb.edu> for other AACSB accredited schools.

## Summary:

- Transfer credits are accepted only from AACSB accredited schools.
- Students must earn a B or better in each pre-approved class.
- Business Administration does not transfer credits applied toward a specialization.
- All specialization credits must be taken at Marquette University.
- Refer to Jesuit Multilateral Agreement for additional transfer of credit opportunities.

## Procedures to transfer credits:

- Courses taken at a School or University outside Marquette University must have prior approval. A copy of the course syllabi a written request for transfer of credit review should be submitted prior to the students' registration for the course.
- Course(s) must be taken for graduate credit.
- The student must earn a grade of B or better in each course.
- If a student plans on transferring courses the same semester as graduation, the student should be aware that all paperwork, including the final official transcripts from the outside institution and the approved transfer of credit form must be complete as least two weeks prior to the end of the MU academic semester. (See Graduate Bulletin for dates).
- The student completes the Transfer of Credit Form, available on the Graduate School of Management's web site at [www.marquette.edu/gsm](http://www.marquette.edu/gsm). Go to forms and Transfer of Credit.

NOTE: Credits transferred from schools outside Marquette University are not included when calculating the student's Q.P.A. See Graduate Bulletin for complete information.

## Tuition

Tuition for all graduate classes in the Graduate School of Management is posted on the Marquette University Office of the Bursar website at: <https://www.marquette.edu/mucentral/bursar/index.shtml> . Students must also purchase their textbooks for each class.

Tuition for the Executive MBA program is a flat fee and not part of the per credit fee structure. This fee is all inclusive: tuition, books and materials, laptop computer, international trip including transportation and accommodations, breakfast and lunch on class days, and campus parking fees. There are no additional fees.

Billing and all tuition charges, including payment plans and options, should be referred to the Office of the Bursar via Marquette Central at 414.288.4000 or visit them at <http://www.marquette.edu/bursar>

## Veterans' Benefits Programs

Veterans' benefits, questions and concerns should be directed to Marquette Central at 414.288.4000.

## Wait List

When a course reaches registration capacity, the class is closed for all future registrations. Students interested in a closed course contact the Graduate School of Management and request to be placed on a wait list for the course. The following information is needed:

- Student Name
- MUID number
- Course number and section

The wait list is monitored within the Graduate School of Management. As seats become available, students are contacted via their Marquette University e-mail account, with a registration option. Students have 3 days to respond to the inquiry regarding continued interest and registration before the next student on the wait list is contacted with a registration offer for the course. Should a student accept the registration offer, the student is issued a permission number via the Graduate School of Management and will have a maximum of 3 days to utilize the permission number to register. If a student missed the 3 days to respond or utilize the permission number and is still interested in the course, the student will be re-added to the wait list based on the new date of contact.

## Withdrawal from All Classes

If a student must withdraw from all classes, complete the Course Drop or Withdrawal form available on our web site at [www.marquette.edu/gsm](http://www.marquette.edu/gsm) and go to the forms link. Forward the completed form to the Director of Student Services stating the situation and requesting assistance in the withdrawal of all current semester courses from your records.

The Graduate School of Management will contact the appropriate offices and request the withdrawal of all classes from your records. The withdrawal will reflect the current tuition adjustment level as outlined in the Registration section. It is important to state whether you plan on returning to classes in a future semester or are permanently withdrawing from the University.

Withdrawals may result in academic or financial censures through the University.