



MARQUETTE
UNIVERSITY

COLLEGE OF EDUCATION

GRADUATE PROGRAM
POLICIES & PROCEDURES
HANDBOOK
2016-2017

Department of Educational Policy and Leadership

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This handbook is updated annually and may be accessed on the College of Educations Web site at: <http://www.marquette.edu/education> Graduate students who do not have Internet access may ask the department to provide him/her with a print copy of the handbook.



MARQUETTE UNIVERSITY

COLLEGE OF EDUCATION

COLLEGE FOCUS

Consistent with Jesuit tradition, the College of Education programs at Marquette University prepare teachers, school counselors, counseling psychologists, community counselors, and administrators to demonstrate a commitment to *social justice* through their work. This commitment is expressed first through our undergraduate and graduate students becoming excellent professionals who exhibit a deep *knowledge* and understanding of their disciplines as well as how children, adolescents, and adults learn and develop. The commitment is further realized as students master the requisite *skills* of their profession.

Taken together, their knowledge and skill enable Marquette students to be effective communicators whose pedagogy, administration, counseling practice, or professional psychology meets the intellectual, social, emotional, cultural, and physical needs of those they aspire to help. In effect, their practice takes the form of planning, instruction or intervention, assessment, and the shaping of learning environments, all done with the race, social class, gender, ethnicity, and ability of their students or clients in mind.

Marquette students also exhibit *dispositions* that support life-long learning and an appreciation for research and professional growth. They continually reflect on their practice and role in society, as well as attempt to enhance the learning and general well-being of those they serve. In all of these endeavors, they grow in their engagement with critical analysis and advocacy around structural inequities in society and in education.

All College of Education programs foster personal and professional *excellence*, the promotion of a life of *faith*, and the development of *leadership* expressed in *service* to others. Respectful of these underpinnings, our learning community values the balancing of theory, research, and practice and emphasizes active engagement, critical thinking, and social critique. Our students develop strongly held ideals of care, respect, and advocacy for the well-being of all humankind under the guidance of faculty who are exceptional teachers and mentors, prominent scholars, and exemplary models of service. Our faculty members aim to nurture the transformation of students into individuals who will grow continuously in their application of the ideals of social justice -- in the practice of their profession, in their personal and collective involvement in society, and in their interactions and relationships with students, parents and guardians, clients, families, colleagues, school personnel, and community partners.

OFFICE OF THE DEAN
COLLEGE OF EDUCATION



Dear Graduate Student,

Welcome to the graduate programs in the College of Education at Marquette University. Our faculty and staff are committed to supporting your growth as a professional in your school, institution, or organization through our high quality academic programs and the personalized attention you will receive. As a student, you will matter to us.

Your work at the university will be deeply relevant as well as demanding and stimulating. It will be done in an educational context that balances theory, research, and practice. You will be expected to pursue scholarly excellence, aspire to leadership, and seek the betterment of the human condition. To those ends, we will challenge you to think and act in a critical, passionate, creative, and socially just manner.

It is important to note that your educational experience here can be significantly enriched by participation in intellectual and cultural events that fall outside of your normal coursework. Our hope is that you will avail yourself of the many extracurricular learning opportunities that exist at Marquette.

We believe that a Marquette education will set you apart. If we are successful in our efforts, you will be a lifelong learner, reflective practitioner, and tireless human advocate. Put another way, you will “Be the Difference.”

We look forward to assisting you with your course of study and one day being able to claim you as one of our many distinguished alumni.

Sincerely,



William A. Henk, Ed. D.
Professor of Education and Dean
College of Education



We welcome you to our graduate programs in Educational Policy & Leadership!

We are committed to providing you with stimulating intellectual opportunities to enhance your mastery of the knowledge, skills, and dispositions that lead toward excellence in education. We believe our courses and our own understanding will benefit from your contributions as you engage fully in the intellectual activities we have to offer. Students in our graduate programs are expected to familiarize themselves with the contents of this handbook.

We wish you much success,

The faculty and staff of the Educational Policy & Leadership Department

DEPARTMENTAL FACULTY

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Melissa Gibson, Ph.D. (University of Wisconsin-Madison)
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RESEARCH INTERESTS:

Science Education
Environmental Policy Processes
Public Participation in Policy

Higher Education
Race, Class and Educational (In)equity
Organizational Culture and Change
Critical Theory

Organizational Leadership
Curricular and Instructional Leadership
Effective Educational Practices
The Superintendency

Teaching Exceptional, At-Risk, Diverse Students
Marginalized Groups in School, Church, Society
Special Education in Catholic Schools
Teacher Formation and Mentoring

Secondary Literacy
Social Justice in Teacher Education
Forgiveness/Peace/Non-violence Education
High School Restructuring/Detracking

Comprehension Processes and Instruction
Dialogic Instruction

Women in the High School Principalship
The Role of the Principal
The Co-principalship
Leadership in Educational Organizations
Study Abroad

Leadership for Social Change
Equity and Opportunity in Schools
Teacher Development
Leading with Heart

Social Studies Education
Critical Race Theory
Democratic Education
Social Justice in Education

Comprehension Processes and Instruction
Literacy Teacher Education

Jody Jessup-Anger, Ph.D. (Michigan State)
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Campus Environments
College Student Development
Undergraduate Student Learning
Study Abroad
Women in Higher Education

Fr. Jeffrey LaBelle, Ed.D. (University of San Francisco)
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Second Language Learning
Immigrant Experiences in American Schools

Robert Lowe, Ph.D. (Stanford University)
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Race, Class and Schooling in Historical Perspective

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Higher Education Administration
Role of Student Affairs in Jesuit Higher Education
Student Affairs and Catholic Identity
Spirituality and Leadership

Leigh van den Kieboom, Ph.D. (Marquette University)
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Teacher Education
Mathematics Education
Mathematics Teacher Education

Doris Walker-Dalhouse, Ph.D. (Ohio State)
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Sociocultural Aspects of Literacy
Teachers' Attitudes and Practices in Working With
Ethnically, Culturally, and Linguistically Diverse
Learners

Joan Whipp, Ph.D. (University of Wisconsin-Milwaukee)
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Urban teacher education and development
Urban teacher retention
Culturally responsive teaching

ADMINISTRATIVE CONTACTS FOR GRADUATE STUDENTS

Dr. Ellen Eckman

Chair of Educational Policy & Leadership

414-288-1561

ellen.eckman@marquette.edu

- Faculty issues
- Student concerns
- Transfer of credit requests

Dr. Cynthia Ellwood

Director of Graduate Studies

414-288-6749

cynthia.ellwood@marquette.edu

- Graduate program oversight
- Curriculum issues – graduate programs
- Academic probation issues
- Leaves of absence
- Program reinstatement

Dr. Sharon Chubbuck

Director of Doctoral Studies

Sharon.chubbuck@marquette.edu

- Primary contact for doctoral program
- Curriculum issues
- Program reinstatement

Dr. Joan Whipp

Director of Teacher Education

414-288-1432

Joan.whipp@marquette.edu

- Curriculum issues
- Academic probation issues
- Leaves of absence
- Program reinstatement
- Mentoring/Teach For America

Ms. Kirsten Lathrop

Director of Field Placements and Licensure

414-288-5890

kirsten.lathrop@marquette.edu

- Field placements (includes student teaching)
- WI DPI licensure requirements
- WI DPI licensure applications

Dr. William Henk/Carol Stachewicz

Dean, College of Education/Executive Assistant

TFA Program Questions or Concerns

414-288-7376

Ms. Calley Hostad

Assistant Director of PR, Marketing and Recruitment

414-288-0659

cailin.hostad@marquette.edu

- Graduate student recruitment

Dr. Jody Jessup-Anger

Student Affairs in Higher Education Program Coordinator

- Program advisor/mentor
- Student concerns
- Curriculum issues

Ms. Tyra Hildebrand

Teach For America Program Coordinator

414-288-3414

Tyra.hildebrand@marquette.edu

- TFA student advising
- TFA Admissions, registration, portfolio development

Melissa Econom

EDPL Academic Coordinator

414-288-4613

melissa.econom@marquette.edu

- Consent for courses/permission numbers
- Registration issues
- Adviser and transcript analysis process (for post-bac teacher education students)
- Graduate forms and records
- Graduate course scheduling

Pat Bolter

Records Coordinator

414-288-3692

patricia.bolter@marquette.edu

- Student records
- Deadlines for registration, graduation
- Graduation audits

Mr. Tom Marek

Assistant Director for Financial Aid

Graduate School – Holthusen Hall

414-288-5325

thomas.marek@marquette.edu

- Application for financial aid, including scholarships
- Questions about scholarships and assistantships (including MATS and Catholic School Personnel Scholarships)

Ms. Sherri Lex

Assistant Director for Student Records

Graduate School – Holthusen Hall

414-288-8172

sherri.lex@marquette.edu

- Reactivation for lapsed student status
- Grade changes
- Late registration
- Questions regarding continuous enrollment
- Graduation

CALENDAR OF IMPORTANT DATES* 2016-2017

Fall Term

August 25 University-wide Graduate School Orientation – for new students
Varsity Theatre: 1324 W. Wisconsin Avenue
Activities: 4:30 to 6 p.m.
Presentation: 6 to 7:30 p.m.
Social: 7:30 to 8 p.m.
REGISTER ONLINE BY AUGUST 22, 2016

Summer 2016 ONLINE orientation available at:
http://www.marquette.edu/grad/contact_orientation.shtml

August 29 First Day of Classes
September 5 Labor Day, No Classes
November 23-27 Thanksgiving Break; No Classes
December 10 Last Day of Classes

Spring Term

January 17 First Day of Classes
March 12-19 Spring Break and Easter Holiday, No Classes
May 6 Last Day of Classes
May 20-21 Baccalaureate and Commencement

Summer Term

May 22 First Day Classes: Summer Module 1
May 29 Memorial Day; No Classes
July 4 Independence Day Holiday; No Classes

**This calendar is NOT all-inclusive.*

Students should also reference important dates and deadlines from the following sources:

Graduate Bulletin: http://www.marquette.edu/grad/current_bulletin.shtml

Graduate School Web site: http://www.marquette.edu/grad/current_datesanddeadlines.shtml

Academic Calendar: <http://www.marquette.edu/registrar/calendar/>

POLICIES AND PROCEDURES

INFORMED CONSENT

The Policy & Procedures Handbook, although it is not meant to be an exhaustive source for information, provides basic information to EDPL students concerning a wide variety of policies, procedures, and campus resources to assist graduate students in meeting deadlines and fulfilling their university obligations.

The handbook is disseminated to all current graduate students by email at the beginning of each fall term; it is also posted on the College of Education Web site. The handbook serves as a type of contract between the University and the student. Given the importance of the policies governing student academic conduct, students in EDPL programs are expected to familiarize themselves with the contents of this handbook.

In addition to adherence to the policies set forth by the EDPL Graduate Student Handbook, graduate students are responsible for complying with the regulations and/or procedures in the Graduate Bulletin, as well as those set forth in the *At Marquette* student handbook. If a student fulfills his/her program requirements by completing the necessary academic work laid out in the Graduate Bulletin, the University will award that student with a graduate degree or recommend the student for licensure. Violations of regulations found in the *At Marquette* student handbook will be administered by the Office of Student Development. Copies of *At Marquette* are available at the Office of Student Development or online at www.marquette.edu/osd/policies/atmarquette.html

Graduate School students must assume full responsibility for knowledge of the rules and regulations of their departments and the special requirements of their individual degree programs. It is the responsibility of each graduate student to verify and meet the deadlines listed in the Academic Calendar (e.g., for submitting financial aid forms, submitting theses or dissertations).

ACADEMIC INTEGRITY

Academic integrity is the foundation of learning, research, and scholarship. As an institution of higher education, Marquette University is committed to developing the whole person and academic integrity, in all its forms, is an explicit value of the university community including students, faculty and staff. To that end, it is imperative that all members of the university community adhere to a shared understanding of the standards outlined in this policy. All faculty, staff, and students are required to recognize, respect and uphold:

- The Statement on Academic Integrity
- The Honor Pledge
- The Honor Code
- Best Practices
- Academic Misconduct Policy

Students are asked to review the Marquette University *Statement on Academic Integrity* and commit to academic integrity through the Marquette University honor pledge and code. Students will also be required to complete the *Academic Integrity Tutorial* before registering for classes. More information can be found at <http://www.marquette.edu/provost/academic-integrity.php>.

Definitions of Academic Misconduct

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

Cheating

1. Copying from others for an assignment and/or during an examination, test or quiz.
2. Obtaining, or attempting to obtain, an assignment, examination, test, quiz or answer key without authorization.
3. Using unauthorized electronic devices or materials for an assignment, during an examination, test or quiz.
4. Communicating answers or providing unauthorized assistance for an assignment, examination, test or quiz.
5. Using unauthorized answers or assistance for an assignment, examination, test or quiz.
6. Offering one's own work to another person, or presenting another person's work as one's own.
7. Completing an assignment and/or taking an examination, test or quiz for another student, or having someone complete an assignment, take an examination, test or quiz for oneself.
8. Tampering with an assignment, examination, test or quiz after it has been graded, and then returning it for additional credit.
9. Outsourcing assignments, papers, examinations, tests, quizzes to fellow students or third parties.

Plagiarism

Plagiarism is intellectual theft by the unethical use of sources. It means use of another's creations or ideas without proper attribution. Credit must be given for every direct quotation, for paraphrasing or summarizing any part of a work and for any information that is not common knowledge. Plagiarism is further addressed in the Academic Integrity Tutorial.

Academic Fraud

1. Altering or forging documents including forms, letters, grade reports, medical reports, transcripts, and verifications.
2. Submitting substantial portions of the same work for credit in more than one course, or from previous institutions, without receiving permission from all instructors involved.
3. Using purchased answers, or selling answers to assignments, examinations, quizzes or papers.
4. Attending class for another, or having others attend class for oneself.
5. Falsifying the records of clients or patients.
6. Falsifying one's own clinical, co-op, field placement or internship records.
7. Misrepresenting oneself, degree(s), areas of study, coursework and/or grade point average.

Research Misconduct

The [University Research Misconduct Policy](#) applies to faculty, staff, students, and others who are employed by or affiliated with Marquette University. Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

PROFESSIONAL INTEGRITY

To function properly and maintain high standards, academic and professional disciplines expect members to adhere to standards of conduct and professionalism. The Department of Educational Policy & Leadership expects its graduate students, from the beginning of their work at Marquette, to demonstrate the utmost personal integrity and the highest standards of professionalism, including adherence to any commonly recognized codes of conduct or professional standards in the field. In dealing with the public or campus community, in clinics, practica, internships, classrooms or elsewhere, graduate students must adhere to these standards. Violations of these standards may be grounds for dismissal or other penalties.

ORIENTATION

EDPL students are strongly encouraged to attend an orientation session, which will be held before the beginning of classes each semester. At that time, students will have the opportunity to become more familiar with program requirements, meet program faculty, connect with other entering graduate students, plan their program of study and have their questions answered. If you cannot attend, please make an appointment with Melissa Econom.

In addition to the department orientation, graduate students are encouraged to attend the Marquette University Graduate School Orientation, which provides useful information on how to succeed in your programs, what campus services are available to you, and what it means to study at a Catholic, Jesuit university. More information about this orientation (*including an online presentation that anyone can download*) can be found at http://www.marquette.edu/grad/contact_orientation.shtml

ADVISING

Upon admission to a program in EDPL, each student is assigned an academic adviser. Advisers for master's and certificate level students remain with students from the beginning of graduate work throughout program completion. Doctoral advisers assume this role from the beginning of the doctoral student's program through the completion of the doctoral qualifying examination – at which point the student chooses a dissertation chair.

Students may be allowed to change advisers if a better fit between adviser and student can be obtained with another faculty member. This is done by first discussing the change with both current adviser and potential new adviser. If a change then seems preferable, a formal request needs to be submitted in writing to the EDPL Director of Graduate Studies. Approval by the Director is necessary for the change to be enacted.

EMAIL

It is expected that Marquette University graduate students activate and use their university email accounts, which are assigned to each student upon admission to Marquette University. All official correspondence from both the department and the university will be sent to this account.

Students should pay particular attention to the **MUGS Newsletter**, which is sent to all graduate students by email at the beginning of each month from September through May. The MUGS newsletter contains important reminders for academic deadlines and other important information. Keep in mind that missing certain deadlines can have serious academic or financial consequences. Archived copies of the MUGS newsletter can be found online at http://www.marquette.edu/grad/news_enews.shtml

For additional information about student eMarq accounts, including instructions regarding how to forward your email to a preferred account, please visit <http://www.marquette.edu/its/help/emarqinfo/emarq.shtml>.

ACADEMIC STATUS – GRADUATE STANDING CONTINUATION

Every graduate student, except those with TEMPORARY 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 status. As such, students must enroll in either:

- adviser-approved course work;
- thesis, professional project, or dissertation credits;
- one of the continuation courses;
- or a combination of these.

Students must be enrolled during **every fall and spring term** until graduation to maintain their graduate student status. Graduate students who intend to graduate in August must enroll in one of the above courses during the summer term prior to their graduation.

Students who fail to register for one of these terms will automatically be discontinued and must apply for readmission. Readmission requires departmental consent and the payment of all fees in arrears.

Continuation courses allow those graduate students who have completed their degree requirements but are still working on their thesis, project or dissertation to be considered full-, half-, or less than half-time students.

There are four types of continuation courses: thesis, professional project, doctoral dissertation, and field placement, and there are two comprehensive exam preparation courses: masters and doctoral. There are three categories within each: full-time, half-time, and less than half-time. **Graduate Standing Continuation** carries a less than half-time status only. Students that do not meet any of the above types of continuation would register for Graduate Standing Continuation in order to remain in active status.

All must be requested in writing via the appropriate registration form available online at www.marquette.edu/grad/forms_index.shtml . The student's academic adviser, director of graduate studies, or department chairperson must verify and approve the non-credit academic work. All of the above courses are zero-credit and will be graded on an SNC/UNC basis.

EDPL PROCEDURES FOR GRADUATE STANDING REGISTRATION

Students enrolling in a graduate standing course must register to activate their desired status. Prior to registration, all students must secure departmental consent via the following procedures.

Step 1: The student must download the appropriate graduate standing form and fill in the basic information.

Step 2: The student must procure required approval from the Director of Graduate Studies, Department Chair, and/or student adviser.

Step 3: The student must take the completed, signed form to Melissa Econom, Assistant to EDPL Chair, to acquire the appropriate permission number for registration.

Step 4: The student must register for the course using standard CheckMarq registration procedures.

Step 5: A copy of the completed and approved form must be forwarded to the Graduate School Office.

ACADEMIC STANDING

Students who are currently enrolled or admitted into the graduate program are expected to maintain an average of at least a "B" (3.0 cumulative GPA) in all graduate level courses. Failure to maintain a 3.0 GPA for any semester will result in immediate dismissal from the Graduate School and will require application to the EDPL Director of Graduate Studies for waiver and readmission. Students must also obtain grades of "BC" or better in order for courses to count for credit in their programs of study. Courses may be repeated once if grades of "C" or lower are earned the first time the course is taken. A student receiving a grade of "F" in any course (or a "C" or lower in a repeated course) will be reviewed by departmental faculty, and this may also be grounds for termination from the program.

ATTENDANCE

A student is responsible to ensure that his/her course schedule for each term accurately reflects the courses he/she plans to attend. A student may not attend courses in which he/she has not officially registered in CheckMarq. Changes in a graduate student's enrollment are under the jurisdiction of the Graduate School. All courses for which the student is registered are subject to tuition and in some cases, additional fees. The student is responsible for any payment due on all officially registered courses, regardless of attendance.

The University reserves the right to withdraw a student from any class when it is evident the student did not start the class (grade of UW); stopped attending the class (grade of WA); or, due to incapacity, must be withdrawn from the class (grade of W). This policy is in effect for all students, regardless of any financial aid award.

More in-depth information regarding Marquette University's attendance policies can be found in the Graduate School Bulletin: <http://bulletin.marquette.edu/grad/policiesofthegraduateschool/>

INCOMPLETES

The Department of Instructional Policy and Leadership **STRICTLY adheres to the policy on temporary grades as stated in the graduate bulletin and described below:**

TEMPORARY GRADES – X, I, or IX

Graduate students who do not complete course requirements during the term in which the class is offered may be given one of the following temporary grades after consultation with their instructor: X, when one or more examinations are missed; I, when the course work has not been completed; or IX, a combination of mixed examinations and incompletes in course work.

A request to change an X, I, or IX to a permanent grade, or a request for an extension of time, must be submitted to the Graduate School before the deadline listed in the Academic Calendar. **It is the student's responsibility to initiate this process with the course instructor before the deadline date, which is approximately six weeks into the next fall or spring term.**

For X, I, or IX grades accrued during the summer session, they must be changed before the deadline date, which is approximately six weeks into the next fall term. X, I, or IX grades that are not changed or extended by the Graduate School will become permanent grades on the student's record.

In adhering to this policy, it is important for students to keep in mind:

1. **STUDENTS ARE RESPONSIBLE** for both consulting with the instructor and initiating the temporary grade and eventual change to a permanent grade.
2. The **DEADLINE** to change from an X, I, or IX OR to request an official extension comes approximately **6 weeks into the following semester**. As a professional courtesy, students are asked to **submit the required work to the course instructor for review at least two weeks before this 6-week deadline. If you have not resolved the incomplete by the deadline, you will need to retake the course in order to receive credit.**
3. **If an extension is granted**, students must complete work by the end of the term in which the extension is requested and granted.
4. **Failure to complete work for a changed grade during the allotted time WILL result in a permanent X, I, or IX on the academic record.**
5. For courses that are **prerequisites** for others, it is important for students to **complete the prerequisite BEFORE taking subsequent courses in the sequence**. Students will be administratively dropped from a course if they have not removed a temporary grade before attempting to take the next course.

INDEPENDENT STUDY

Independent Study (6995 and 8995) courses provide students the opportunity to study and investigate areas of interest not available through normal course offerings. A 6995/8995 course is taken on the recommendation of the student's adviser and with the approval of the department chairperson. An Independent Study approval form must be completed for each 6995/8995 course and is available on the [Marquette Central academic forms website](#). Normally, no more than **six** credits of 6995/8995 course work can be included in a master's degree program, no more than **nine** credits in a doctoral program.

PROGRAM ASSESSMENTS

As part of the College of Education's accreditation process, an evaluation system has been developed for each program to assess graduate student's acquisition of certain knowledge, skills, and dispositions. This assessment system is linked directly to departmental, state and national standards as they apply to each graduate level degree or certificate program.

The COED assessment system is comprised of multiple performance assessments that must be satisfactorily completed in order for a student to be eligible for certification/licensure and/or graduation. Performance assessments are integrated into each program's required course assignments, field work, or practica experiences. Each assessment is drawn from state or national standards. Students will be rated on each task according to their performance on the established rubric for the performance assessment. Please upload all performance assessments to your D2L locker.

In order to pass a performance assessment, students must demonstrate satisfactory completion of the performance assessment. If a student does not initially meet the expectations of the performance assessment the student will be given a second opportunity to complete the performance assessment. If the student is unable to satisfactorily complete the performance assessment in a second trial, the student will meet with his/her adviser and develop a remediation plan in collaboration with the course instructor and the Director of Graduate Studies to address specific areas of deficit. The department's Director of Assessment must be notified of the remediation agreement.

TIME LIMITATIONS

Students must complete all requirements for a master's degree within six years of their first term of registration and eight years within of their first term of registration in the doctoral program. For students in a master's program, the six-year period begins from the date of transfer work completed at another institution or a previous Marquette graduate program. Students may apply for an extension based on extenuating circumstances. See Graduate Bulletin for additional details.

GRADUATION

All graduate degree and certificate students are eligible for graduation upon completion of their programs. For more information about graduation, please visit the Graduate School Web site at <http://www.grad.mu.edu/current/graduation.shtml>

Students must complete all program coursework and other requirements within a six-year period. During the last semester of a student's program he/she MUST be enrolled in course work or continuous enrollment (this includes the summer term for students who intend to graduate in August).

It is the student's responsibility to **apply for graduation**, and to do so by the deadlines listed in the **Academic Calendar**. Reminders are also sent to each graduate student via **MUGS News** (the Graduate School's e-newsletter, which is sent to students' eMarq accounts). This application can be submitted online through the Marquette University Graduate School web site. <http://www.grad.mu.edu/forms/applygraduation.shtml>

Students should take note of the deadlines, which usually fall in February, June and September. GRADUATION WILL BE DELAYED FOR STUDENTS WHO DO NOT APPLY FOR GRADUATION BY THE PUBLISHED DEADLINE. Students planning to graduate in August have the option of participating in the May graduation ceremony. If this option is selected, students must apply for graduation by the May deadline. Students who select this option must meet with their academic adviser before applying for graduation to discuss whether all requirements will be completed by the summer graduation deadline.

FINANCIAL AID

Please refer to the Graduate Bulletin for further details and a list of possible financial aid options. If you have further questions, please call FINANCIAL AID INFORMATION and APPLICATION STATUS (TIPS Line) at (414) 288-7390 or visit the OFFICE OF STUDENT FINANCIAL AID.

SCHOLARSHIPS AVAILABLE TO GRADUATE STUDENTS

LESLIE G. AND CECILE C. MATTHEWS SCHOLARSHIP

Scholarships are available to students in all graduate programs who demonstrate financial need. Amounts vary depending upon fund availability from 1-9 credits per semester. Students in all graduate programs are eligible for this scholarship. **Application Process:** The various graduate programs make recommendations to the Graduate School on the students' behalf. Discuss need with advisor and Director of Graduate Studies.

THE MILWAUKEE-AREA TEACHERS SCHOLARSHIPS

Full-time teachers in Milwaukee area public and private schools can apply for the Milwaukee Area Teachers Scholarship (MATS), which pays ½ of the regular graduate tuition for three credits per term. Application for this scholarship must be made each semester by the published deadlines: February 15 (for fall), April 15th (for summer), November 15 (for spring).

FINANCIAL ASSISTANCE FOR MASTER'S DEGREE & CERTIFICATE STUDENTS

SCHOLARSHIPS for MASTER'S & CERTIFICATE STUDENTS

Special scholarships available to full-time teachers in the Milwaukee area are:

THE CATHOLIC SCHOOLS PERSONNEL SCHOLARSHIP (CSPS)

Teachers working in Milwaukee archdiocesan schools are eligible for the Catholic Schools Personnel Scholarship, which pays two-thirds of tuition charges up to six credits per term. Application for this scholarship must be made each semester by the published deadlines: February 15 (for fall), November 15 (for spring), April 15 (for summer). Funds are subject to availability.

ASSISTANTSHIPS FOR SAHE STUDENTS

Students who have been admitted to the Student Affairs in Higher Education (SAHE) program are eligible to attend our annual Student Affairs in Higher Education Assistantship Interview Day in February of each year to apply for available on-campus assistantships. Information about the interview day is distributed to prospective and admitted students in the months preceding the event. Funds are subject due to availability.

FINANCIAL ASSISTANCE FOR DOCTORAL STUDENTS

Doctoral student support can include research and teaching assistantships, scholarships to cover tuition, and fellowships. The number of assistantships that are awarded each year varies, and full-time students will be given priority for this type of support. For more information about assistantships, visit http://www.marquette.edu/grad/finaid_rules-assist.shtml

EDPL DOCTORAL RESEARCH ASSISTANTSHIPS

Full-time doctoral students are eligible for either full or half-time research assistantships working with EDPL faculty. Application for EDPL assistantships must be made each semester by the published financial aid deadlines: February 15 (for fall), April 15th (for summer), November 15 (for spring).

Full Assistantships include a stipend and 18 credit tuition scholarship.

Half Assistantships include a stipend and 9 credit tuition scholarship.

EDPL DOCTORAL SCHOLARSHIPS

EDPL DEPARTMENTAL SCHOLARSHIPS

Tuition scholarships are also available to both part- and full-time doctoral students in EDPL. Amounts vary, depending on available funding; however, most scholarships are between 3-6 credits per term. Application for EDPL scholarships must be made each semester by the published financial aid deadlines: February 15 (for fall), April 15th (for summer), November 15 (for spring).

DOCTORAL FELLOWSHIPS

Raynor Fellowship

The Rev. John P. Raynor, S.J. Fellowships are funded by an endowment from members of the President's Council. As a fitting tribute to Fr. Raynor, the donors specified that the fellowships foster excellent scholarship for graduate students.

Arthur J. Schmitt Fellowship

Arthur J. Schmitt was an industrial executive who expressed his commitment to education and the development of responsible leadership through Christian principles and ideals. He founded the Arthur J. Schmitt Foundation in 1941, dedicating its resources to fashioning a better and more humane world. The Arthur J. Schmitt Fellowships are available to students in doctoral programs who intend to pursue careers in college teaching.

For more information on financial assistance available to graduate level students, visit the Graduate School website at <http://www.mu.edu/grad>

MEMBERSHIP IN PROFESSIONAL RESEARCH ASSOCIATIONS

Doctoral students and master's students interested in educational research are strongly encouraged to join the American Educational Research Association (AERA). AERA membership provides individuals in the field of educational research with access to the latest developments, important scholarly journals, and an annual conference that convenes important educational researchers from all over the world.

Two categories of membership are available to graduate students:

- **Regular Members:** Eligibility requires satisfactory evidence of active interest in educational research as well as professional training to at least the master's degree level or equivalent. \$120/year.
- **Graduate Student Members:** Any graduate student may be granted graduate student member status with the endorsement of a voting member who is a faculty member at the student's university. Graduate students who are employed full-time are not eligible. Graduate Student membership is limited to 5 years. \$35/year.

New members can [join AERA online](#). If you prefer to mail or fax in your membership application you will need to download a copy of the [membership form](#) (PDF). For more information about AERA, their publications, divisions, special interest groups, and annual meeting, check out their website: www.aera.net

In addition to AERA, students are encouraged to investigate membership in other professional organizations that specialize in research on their specific areas of interest, such as the International Reading Association (IRA), the Association for Higher Education Research (ASHE), the National Council on Measurement in Education (NCME), The National Council of Teachers of Mathematics (NCTM), the American Psychological Association (APA), the History of Education Society (HES), the American Educational Studies Association (AESAS).

*Graduate students presenting papers and/or research at conferences may contact the Educational Policy and Leadership department as well as the Marquette University Graduate School to apply for funding.

GRADUATE AND PROFESSIONAL STUDENT RESEARCH TRAVEL AWARD

Travel awards are available to assist graduate and professional students in presenting the results of their research at disciplinary conferences.

Amounts: The travel award can match dollar-for-dollar up to \$300 of your travel funds granted from other sources.

Eligible Programs: All graduate and professional programs.

Restrictions: Students must be enrolled full time in a master's or doctoral program. Students must have secured some funding from their department, department's college, or other source before they can be considered for the Graduate and Professional Student Research Travel Award.

Application Process and Deadlines: Fill out the application form:

http://www.marquette.edu/grad/finaid_travelAward.shtml.

Applications are reviewed as they are received. The majority of awards are made in the fall semester.

RESOURCES FOR GRADUATE STUDENTS

CHECKMARQ

Online course registration, personal account information, advising information, grades, Bursar information, and the campus community directory can be found online at <https://checkmarq.mu.edu/>.

MARQUETTE CENTRAL

Marquette Central is your primary online resources for student enrollment and financial service inquiries. Marquette Central provides helpful links to class schedules, grades and registration, academic forms; financial aid, scholarships, student assistance and employment; tuition, billing, and payment. For more information, visit <http://www.marquette.edu/mucentral/>.

MARQUETTE ID CARD (MUID)

Union Station is located on the first floor of the Alumni Memorial Union. In order to receive your Marquette University identification card, you must be officially enrolled as a student. Please provide valid identification to the card services representative: driver's license, passport, library card, etc. Your first MUID is FREE, reprints cost \$25.

Your MUID card will allow you to access to the library, campus cafes, student lounges, and printwise access. It is recommended that you load money onto your MUID card. Funds can be used to purchase printing and food from campus cafes and vending machines. To add money to your MUID card account, please use the following link:

<https://www.marquettecard.com/>.

PARKING SERVICES

Parking is available for full and part-time students. Daily rate is \$5 or a parking pass may be purchased. Please contact Parking Services at 414-288-6911 to purchase a pass.

COMMUTER	Fall Semester	Both Semesters
Evening after 4pm (Structures 1 & 2, Lot F)	\$51.00	\$102.00
Part-Time (Structure 2, Lot T)	\$75.00	\$150.00
Full-Time (Structure 2, Lot T)	\$226.00	\$452.00
24 HOURS/OVERNIGHT	Fall Semester	Both Semesters
Structures 1 & 2	\$345.00	\$689.00
Surface Lots B, M, R, CT3, CT4, T	\$345.00	\$689.00
Basement Structure	---	\$772.00

LIBRARIES

Graduate students are encouraged to familiarize themselves with the resources available through the Raynor Memorial Libraries. In addition to standard library and interlibrary loan services, group study rooms, lockers and research carrels are available for interested students. For a list of library resources and services, visit the Raynor Libraries Web site:

<http://www.marquette.edu/library/information/index.html>

WRITING CENTER

Graduate students are encouraged to take advantage of the one-to-one tutoring sessions with graduate-level tutors available through the Norman H. Ott Memorial Writing Center. The Writing Center provides tutoring for all types of writing projects -- including class papers, theses, and dissertations.

John P. Raynor, S.J. Library
1355 West Wisconsin, room 240
<http://www.marquette.edu/writingcenter/>

Call for an appointment: 414-288-5542

For larger projects, students are encouraged to make their appointments early in the semester.

COLLEGE OF EDUCATION WEB SITE

<http://www.marquette.edu/education>

In addition to providing information for prospective students, the College of Education Web site contains information and updates for current students in EDPL graduate programs. Students should visit the site to obtain program planning forms, program handouts, and additional copies of the *Policy & Procedures Handbook*. Students can also use the site to keep up with the latest news and announcements about College activities.

COLLEGE OF EDUCATION LOUNGE & COMPUTER LAB

The College of Education maintains a small computer lab for use by College of Education students in the Schroeder Health & Education Complex, room 118. The computer lab is equipped with multiple PCs; computers are loaded with Windows XP, Microsoft Office, and SPSS. Students also have access to a Printwise printer and network browser IE7. Access to the lab is available to all COED students through Marquette ID card swipe access.

The adjacent student lounge is also available for student use. Students wishing to reserve the space for meetings, private study groups, or other events should contact Melissa Econom at 414-288-4613 or by email at melissa.econom@marquette.edu

GRADUATE SCHOOL WEB SITE

Graduate students should familiarize themselves with the information available online at the Marquette University Graduate School Web site at <http://www.marquette.edu/grad>. The Graduate School site contains links to commonly used graduate level forms, as well as scholarship and financial aid applications, the application for graduation, and other important information. The site also provides a current list of important dates and deadlines for graduate students.

GRADUATE STUDENT RESOURCES

A wealth of information is available for new (and returning) graduate students online at:
http://www.marquette.edu/grad/current_index.shtml

GRADUATE STUDENT ORGANIZATION

The GSO has participation of graduate and professional students from over 20 departments and programs throughout the University, and has taken on projects involving the graduate UPass, social, religious and educational programming for graduate students, graduate representation on university committees and boards, and acting as a venue for dialogue between the graduate and professional students and the administration.

The GSO is composed of and directed by the students of Marquette University. All MU graduate students are members of the GSO, and all are invited to participate in GSO events, meetings and discussions. <http://www.marquette.edu/grad/GSO/index.shtml>

PREPARING FUTURE PROFESSIONALS

Sponsored by the [Graduate School](#), in collaboration with the [Center for Teaching and Learning](#), the PFP program provides graduate professional development opportunities. Numerous workshops are scheduled throughout the academic year geared particularly for graduate students interested in careers in academia. In addition to PFP-sponsored workshops, a number of Marquette departments and programs provide educational opportunities for PFP participants. These events focus upon creating an awareness of issues affecting the future of higher education and upon developing the knowledge and skills necessary for success in the job market. They also address pedagogic and professional issues to enhance the professional development of graduate students. Students with career interests outside academia may find the programs on developing a résumé, building presentation skills, preparing for job interviews and other topics helpful.

For more information, visit PFP on the Web at <http://www.marquette.edu/pff/>

CAREER SERVICES CENTER

The Marquette University Career Services Center provide comprehensive career and employment services for undergraduate students, graduate students, and alumni. The center provides a variety of online and in-person services including career counseling, job search assistance, resume training and referral, career fairs, and networking activities. For more information, visit

<http://www.marquette.edu/csc/about/services.shtml> .

COUNSELING CENTER WEB SITE

<http://www.marquette.edu/counseling/>

It is the Marquette University Counseling Center's mission to promote the psychological health and development of all students as this contributes to the attainment of their educational objectives at Marquette University, their total well-being and attainment of responsible community membership.

The Counseling Center offers campus delivery of mental health and substance abuse services in the form of short term developmental and clinical counseling, career counseling and outreach services. The Counseling Center mission emphasizes visibility to the university community and building partnerships both within and outside the Division of Student Affairs. Outreach support and consultation are provided in order to enhance retention and the academic mission of the University.

INTERCULTURAL ENGAGEMENT CENTER

Intercultural Engagement exists to provide opportunities for all students to develop as leaders who explore, understand and engage with areas of diversity and social justice.

The Intercultural Engagement Center provides support and advocacy for students from historically underrepresented communities (including but not limited to students from underrepresented racial, ethnic and religious communities, students in the LGBTQ and Ally communities and first generation college students) to succeed academically and socially.