

MARQUETTE UNIVERSITY

# Graduate Bulletin



MARQUETTE  
UNIVERSITY

2009-2010

Marquette University does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, age, sexual orientation, religion, disability, veteran's status or national origin in its educational programs or activities, including employment and admissions. At the same time, Marquette cherishes its right and duty to seek and retain personnel who will make a positive contribution to its religious character, goals, and mission in order to enhance the Jesuit, Catholic tradition. Federal laws (Titles VI, VII and IX; the Age Discrimination Act in Employment of 1967 as amended, the Rehabilitation Act of 1973 as amended, the Veteran's Readjustment Assistance Act of 1974, and the Americans With Disabilities Act of 1990) prohibit such discrimination.

Employee inquiries concerning the application of Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 and Title I of the Americans with Disabilities Act of 1990 may be referred to the Office of Human Resources; Straz Tower; P.O. Box 1881; Milwaukee, WI 53201-1881; (414) 288-7305.

Student inquiries concerning Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990 may be referred to the Office of Student Educational Services; Alumni Memorial Union; P.O. Box 1881; Milwaukee, WI 53201-1881; (414) 288-1645, V/T.

Student and employee inquiries concerning the application of Titles VI, VII, IX the Age Discrimination Acts of 1967 as amended, as well as Executive Order 11246 as amended may be referred to the Affirmative Action Officer; Straz Tower; P.O. Box 1881; Milwaukee, WI 53201-1881; (414) 288-3430.

The Marquette University Board of Trustees approved the Affirmative Action Program, formalizing the university's position toward human rights. This program reaffirms and specifies action programs to continue the pledge of promotion and equal opportunity for all qualified persons.

The university reserves the right to amend any of its academic programs, requirements for degrees, tuitions, fees, etc., at anytime, in its total discretion.

The 2009–2010 *Graduate Bulletin* is also available on Marquette University's Web site [www.marquette.edu](http://www.marquette.edu). While the university strives to maintain an accurate online bulletin, the printed bulletin is the university's official document. The provisions of this bulletin are subject to change at any time by Marquette University in its sole discretion.

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# The University

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## INTRODUCTION

### *GRADUATE BULLETIN*

The *Graduate Bulletin* contains information regarding the academic calendar, admissions, degree requirements, fees, regulations, and course offerings. Prospective and current graduate students are responsible for all information contained in this bulletin that is pertinent to graduate study and their specific field. Academic policy and course changes will apply to all students as of the date they become effective, regardless of whether they were in effect at the time the student initially enrolled at Marquette. Graduate students may follow the program requirements of the bulletin that is in effect at the time they submit their application, or any other bulletin used during their enrollment. However, students must abide by only one bulletin's rules. If any exceptions to this policy are required due to length of time between submitting an application and beginning the program, the student will be notified in writing of the applicable bulletin to follow. In order to properly audit a student's academic record for graduation, the student must notify the graduate school in writing if any bulletin other than the one in effect at the time of application is to be used. Furthermore, the policy applies primarily to master's degree students; doctoral students are bound by the specifics of their approved *Doctoral Program Planning Form*.

Graduate School and Graduate School of Management students must assume full responsibility for knowledge of the rules and regulations of their school 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). The Academic Calendar for 2009–2010 is located on the inside front and back covers of this bulletin.

### *CHANGES TO THE GRADUATE BULLETIN*

Marquette University reserves the right to make changes of any nature in its programs, calendar, or academic schedule whenever in its sole judgement it is deemed necessary or desirable. Certain provisions in the bulletin may be in the process of amendment or change. Accordingly, the bulletin is not intended to be relied upon as a statement of the university's contractual undertakings. The decision of Marquette University as to the interpretation and method of implementation of its rules, regulations, program requirements, schedules, and calendars shall be conclusive and final.

The information in this bulletin and other university bulletins, publications, or announcements may change without notice. Current information is available from the Graduate School or the Graduate School of Management.

## ACCREDITATION

An educational institution is only as strong as the level of excellence which it demands of itself as well as of its faculty and students. Marquette University is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools.

Marquette University has set consistently high standards for itself which have resulted in accreditation and approval of its academic programs from these additional organizations and associations.

ABET Engineering Accreditation Commission, Accreditation Review Commission on Education for the Physician Assistant, Accrediting Council on Education in Journalism and Mass Communication, American Association of Law Schools, American Bar Association, American Chemical Society, American College of Nurse-Midwives Division of Accreditation, American Psychological Association, American Society of Exercise Physiology (ASEP), Commission on Accreditation of Athletic Training Education, Commission on Accreditation in Physical Therapy Education, AACSB – International, The Association for Advancement of Collegiate Schools of Business, Commission on Collegiate Nursing Education, Commission on Dental Accreditation – American Dental Association, Council on Academic Accreditation of The American Speech-Language-Hearing Association, National Accrediting Agency for Clinical Laboratory Sciences, National Council for Accreditation of Teacher Education, National Strength and Conditioning Association, Wisconsin Department of Public Instruction, Wisconsin State Board of Nursing.

These accreditations assure a student that Marquette is recognized and approved by select national and regional educational associations, societies and councils. In addition, a student has the security of knowing that credits earned at Marquette have transfer value to comparable institutions of learning, just as an incoming transfer student learns by checking this list that Marquette can be expected to honor most credits earned at a similarly accredited college or university.

## HISTORY

Marquette University was founded in 1881 by members of the Society of Jesus, a Catholic religious order established in 1540 by St. Ignatius Loyola. The university is named after Father Jacques Marquette (1637-1675), a French, Jesuit missionary and explorer in North America.

The origins of Marquette University date from 1848 when the Most Rev. John Martin Henni, first bishop of Milwaukee, obtained \$16,000 from Guillaume DeBoey, a Belgian, Catholic businessman, to establish a Jesuit college. Bishop Henni petitioned the Jesuits to open a school, Marquette College, in Milwaukee. Because the Jesuits lacked personnel to undertake the project for decades, Marquette College did not open until 1881.

Marquette remained a small liberal arts college for men at North 10th and West State Streets until 1907. That year its leaders obtained a university charter from the state of Wisconsin and moved operations to a building just east of Gesu Church, at North 12th Street and West Wisconsin Avenue. That building, Johnston Hall, is the oldest building on the Marquette campus.

Between 1907 and 1913, Marquette expanded to include divisions of medicine, dentistry, nursing, pharmacy, law, business, engineering, music and journalism. In 1909, Marquette became the first Jesuit university in the world to officially admit women students. Influenced by the need for certified parochial school teachers, women were admitted to the university's first summer school session that year.

Following World War II, enrollment at Marquette increased dramatically, as at other American colleges and universities. Demand for graduate and professional education grew. In 1957-58, Marquette became for a short time the largest Catholic university in the nation.

In the 1960s and '70s, Marquette introduced doctoral programs in various fields, including religious studies, biology, history and chemistry.

Since 1990, Marquette has added numerous programs, including degree programs for working adults, which offer courses on campus as well as at satellite locations in southeastern Wisconsin; a part-time law program; an executive master of business administration program; programs in physician assistant studies and exercise science; and a Graduate School of Management.

Today Marquette University has a campus of approximately 90 acres and 60 buildings located near downtown Milwaukee. It consists of 12 colleges and schools:

Arts and Sciences	Education	Health Sciences
Business Administration	Engineering	Law
Communication	Graduate	Nursing
Dentistry	Management (Graduate)	Professional Studies

## MISSION STATEMENT

Marquette University is a Catholic, Jesuit university dedicated to serving God by serving our students and contributing to the advancement of knowledge. Our mission, therefore, is the search for truth, the discovery and sharing of knowledge, the fostering of personal and professional excellence, the promotion of a life of faith, and the development of leadership expressed in service to others.

**Excellence**

Our students, whether traditional or non-traditional, undergraduate, graduate or professional, come to Marquette University to share our commitment to the pursuit of excellence in all things as a lifelong endeavor. They come to join a community whose members — faculty, staff, students, trustees, alumni and friends alike — believe that education must encompass the whole person: spiritual and moral as well as intellectual, the heart as well as the mind. And they come seeking the educational, professional and cultural advantages of a university located in the heart of the city. We, in turn, take seriously our responsibility to foster and support excellence in teaching and research, to keep a Marquette education accessible to a diverse population of students, and to offer personal attention and care to each member of the Marquette community.

**Faith**

As a Catholic university, we are committed to the unfettered pursuit of truth under the mutually illuminating powers of human intelligence and Christian faith. Our Catholic identity is expressed in our choices of curricula, our sponsorship of programs and activities devoted to the cultivation of our religious character, our ecumenical outlook, and our support of Catholic beliefs and values. Precisely because Catholicism at its best seeks to be inclusive, we are open to all who share our mission and seek the truth about God and the world, and we are firmly committed to academic freedom as the necessary precondition for that search. We welcome and benefit enormously from the diversity of seekers within our ranks, even as we freely choose and celebrate our own Catholic identity.

**Leadership**

As a Jesuit university, Marquette embodies the intellectual and religious traditions of the Society of Jesus. Through an academically rigorous, values-centered curriculum, our students receive a firm grounding in the liberal arts, preparation for work in a world of increasing complexity and diversity, and formation for life as ethical and informed leaders in their religious, cultural, professional and civic communities. They work with and learn from faculty who are true teacher-scholars, whose research not only advances the sum of human knowledge, but also informs their teaching, and whose commitment to students is fundamental to their intellectual and professional lives.

**Service**

Through both our academic and co-curricular programs, Marquette strives to develop men and women who will dedicate their lives to the service of others, actively entering into the struggle for a more just society. We expect all members of the Marquette community, whatever their faith traditions, to give concrete expression to their beliefs by giving of themselves in service to those in need.

All this we pursue for the greater glory of God and the common benefit of the human community.

**VISION STATEMENT**

Our vision is to provide a Catholic, Jesuit education that is genuinely transformational, so that our students graduate not simply better educated but better people, and to do so with such excellence that when asked to name the three or four best Catholic universities in America, people will include Marquette as a matter of course.

**STATEMENT ON HUMAN DIGNITY AND DIVERSITY**

As a Catholic, Jesuit university, Marquette recognizes and cherishes the dignity of each individual regardless of age, culture, faith, ethnicity, race, gender, sexual orientation, language, disability or social class. Precisely because Catholicism at its best seeks to be inclusive, we are open to all who share our mission and seek the truth about God and the world. Through our admissions and employment policies and practices, our curricular and co-curricular offerings, and our welcoming and caring campus environment, Marquette seeks to become a more diverse and inclusive academic community dedicated to the promotion of justice.

Our commitment to a diverse university community helps us to achieve excellence by promoting a culture of learning, appreciation and understanding. Each member of the Marquette community is charged to treat everyone with care and respect, and to value and treasure our differences. This call to action is integral to the tradition which we share.

## DEGREES OFFERED

PROGRAM (Programs found alphabetically throughout this bulletin unless noted, in italics, below.)	DEGREE	SPECIALIZATIONS	PROGRAM ADMINISTERED BY: (college/department/school)
<b>Accounting (ACCO)</b> <i>Business Administration</i>	M.S.A.	*	Graduate School of Management
<b>Bioinformatics (BIIN)</b>	M.S.	*	Mathematics, Statistics and Computer Science / Medical College of Wisconsin
<b>Biological Sciences (BSCI)</b>	M.S.	Cell Biology (CEBI) Developmental Biology (DEBI) Ecology (ECOL) Epithelial Physiology (EPPH) Genetics (GENE) Microbiology (MICR) Molecular Biology (MOBI) Muscle and Exercise Physiology (MUEX)	Biological Sciences
	Ph.D.	Cell Biology (CEBI) Developmental Biology (DEBI) Ecology (ECOL) Epithelial Physiology (EPPH) Genetics (GENE) Microbiology (MICR) Molecular Biology (MOBI) Muscle and Exercise Physiology (MUEX) Neuroscience (NSCI)	Biological Sciences / Biomedical Sciences
<b>Biomedical Engineering (BIEN)</b>	M.S.	Bioinstrumentation/Computers (BICO) Biomechanics/Biomaterials (BIOM) Rehabilitation Bioengineering (REBI) Systems Physiology (SYPH)	Biomedical Engineering
	M.E.	Biocomputing (BIOC) Bioimaging (BIOI) Bioinstrumentation (BIOE) Biomechanics (BIOM) Biorehabilitation (REBI)	
	Ph.D.	Bioinstrumentation/Computers (BICO) Biomechanics/Biomaterials (BIOM) Rehabilitation Bioengineering (REBI) Systems Physiology (SYPH) Functional Imaging (FUIM)	Biomedical Engineering / Medical College of Wisconsin
<b>Business Administration (BUAD)</b> <i>Business Administration</i>	M.B.A.	Economics (ECON) Finance (FINA) Human Resources (HURE) International Business (INBU) Management Information Systems (MISY) Marketing (MARK) Operations and Supply Chain Management (OSCM)	Graduate School of Management
	Certificate	Entrepreneurship (ENTP)	
<b>Chemistry (CHEM)</b>	M.S., Ph.D.	Analytical Chemistry (ANCH) Bioanalytical Chemistry (BIAN) Biophysical Chemistry (BIPH) Chemical Physics (CHPH) Inorganic Chemistry (INCH) Organic Chemistry (ORCH) Physical Chemistry (PHCH)	Chemistry
<b>Civil Engineering (CIEN)</b>	M.S., Ph.D.	Construction/Public Works Management (CONS) Environmental/Water Resources Engineering (ENWA) Structural/Geotechnical Engineering (STGE) Transportation Engineering and Planning (TREP)	Civil and Environmental Engineering
	Certificate	Construction Engineering and Management (CEMA) Structural Design (STDE) Transportation (TRAN) Water and Wastewater Treatment Processes (WWTP) Water Resources Engineering (WREN)	

\* No formal specialization offered. Some programs allow students to focus their courses or electives in a specific area of interest. Contact the program department for more information.

<b>PROGRAM</b> (Programs found alphabetically throughout this bulletin unless noted, in italics, below.)	<b>DEGREE</b>	<b>SPECIALIZATIONS</b>	<b>PROGRAM ADMINISTERED BY:</b> (college/department/school)
Clinical Psychology (CLPS)	Ph.D.	*	Psychology
Communication (COMM)	M.A.	Advertising and Public Relations (ADPR) Broadcast and Electronic Communication (BREC) Communication Studies (CMST) Journalism (JOUR) Mass Communication (MASS) Science, Health and Environmental Communication (SHEC)	Communication
	Certificate	Digital Storytelling (DIST) Professional Communication (PRCO)	
Computing (COMP)	M.S.	*	Mathematics, Statistics and Computer Science
Counseling (COUN)	M.A.	Community Counseling (COMC) School Counseling (SCHC)	Counselor Education and Counseling Psychology
Counseling Psychology (COPS)	Ph.D.	*	Counselor Education and Counseling Psychology
Dentistry (DENT)	M.S.	Dental Biomaterials (BIMA) Endodontics (ENDO) Orthodontics (ORTH) Prosthodontics (PROS)	Dentistry
	Certificate	Advanced Education in General Dentistry (Completion) Endodontics (Specialty) Orthodontics (Specialty) Prosthodontics (Specialty)	
Dispute Resolution (DIRS)	M.D.R. Certificate	* *	Professional Studies
Economics (ECON) <i>Business Administration</i>	M.S.A.E.	Business Economics (BUEC) Financial Economics (FIEC) International Economics (IECO) Marketing Research (MARE) Real Estate Economics (REEC)	Graduate School of Management
Educational Policy and Leadership (EDPL)	M.A. M.Ed. Certificate	Curriculum and Instruction (CUIN) Educational Policy and Foundations (EDPF) Literacy (LITR) College Student Personnel Administration (STPA) Educational Administration (EDAD) Elementary Education (ELED) Secondary Education (SEED) Director of Instruction (DIIN) Elementary Education (ELED) Principal (PRIN) Reading Specialist (RESP) Reading Teacher (RETE) Secondary Education (SEED) Superintendent (SUPR)	Educational Policy and Leadership
Educational Psychology (EDPS) <i>Counselor Education and Counseling Psychology</i>	Ph.D. M.A.	* *	Counselor Education and Counseling Psychology
			<b>Note: Moratorium on admissions.</b>
Electrical and Computer Engineering (EECE)	M.S., Ph.D. Certificate	* Digital Signal Processing (DISP) Electric Machines, Drives, and Controls (EMDC) Microwaves and Antennas (MIAN) Sensors and Smart Sensor Systems (SSSS)	Electrical and Computer Engineering
Engineering Management (ENMA)	M.S.E.M. Certificate	* Engineering Innovation (ENIN) New Product and Process Development (NPPD)	College of Engineering / Graduate School of Management
English (ENGL)	M.A. Ph.D.	British and American Literature (BRAM) American Literature (AMLI) British Literature (BRLI)	English
Executive Master of Business Administration (EXBU) <i>Business Administration</i>	M.B.A.	Economics (ECON) Finance (FINA) Human Resources (HURE) International Business (INBU) Management Information Systems (MISY) Marketing (MARK) Operations and Supply Chain Management (OSCM)	Graduate School of Management
Foreign Languages and Literatures (FOLL)	M.A.	Spanish (SPAN)	Foreign Languages and Literatures
Gerontology (GERT)	Certificate	*	Dentistry

\* No formal specialization offered. Some programs allow students to focus their courses or electives in a specific area of interest. Contact the program department for more information.

<b>PROGRAM</b> <small>(Programs found alphabetically throughout this bulletin unless noted, in italics, below.)</small>	<b>DEGREE</b>	<b>SPECIALIZATIONS</b>	<b>PROGRAM ADMINISTERED BY:</b> <small>(college/department/school)</small>
<b>Healthcare Technologies Management (HCTM)</b>	<b>M.S.</b>	*	<b>Biomedical Engineering / Graduate School of Management / Medical College of Wisconsin</b>
<b>History (HIST)</b>	<b>M.A.</b>	European History (EURO) United States History (USHI) Global Studies (GLST)	<b>History</b>
	<b>Ph.D.</b>	European History (EURO) United States History (USHI)	
<b>Human Resources (HURE)</b> <i>Business Administration</i>	<b>M.S.H.R.</b>	*	<b>Graduate School of Management</b>
<b>Interdisciplinary Ph.D. (INPR)</b>	<b>Ph.D.</b>	*	<b>Graduate School</b>
<b>International Affairs (INAF)</b> <i>Political Science</i>	<b>M.A.</b>	*	<b>Political Science</b>
<b>Law Enforcement Leadership and Management (LELM)</b>	<b>Certificate</b>	*	<b>Professional Studies</b>
<b>Leadership Studies (LEDR)</b>	<b>M.L.S.</b>	Criminal Justice Administration (CJAD) Dispute Resolution (DIRS) Engineering (ENGI) Health Care Administration (HECA) Non-profit Sector (NPSE) Public Service (PUBS)	<b>Professional Studies</b>
	<b>Certificate</b>	*	
<b>Mathematics, Statistics and Computer Science (MSCS)</b>	<b>M.S.</b>	Computational Sciences (CMPS) Mathematics for Secondary School Teachers (MSST)	<b>Mathematics, Statistics and Computer Science</b>
	<b>Ph.D.</b>	Computational Sciences (CMPS)	
<b>Mechanical Engineering (MEEN)</b>	<b>M.S., Ph.D.</b>	Energy Systems (ENSY) Manufacturing Systems (MNSY) Mechanical Systems (MESY)	<b>Mechanical Engineering</b>
<b>Nursing (NURS)</b>	<b>M.S.N.</b>	Advanced Practice Nursing: Acute Care (ACCA) Adults (ADUL) Nurse-Midwifery (MIDW) Older Adults (GERO) Pediatrics Primary Care (PEDI) Pediatrics Acute Care (PEDA) Clinical Nurse Leader (CLNL) Health Care Systems Leadership (HCSL)	<b>Nursing</b>
	<b>Post-master's Certificate</b>	Acute Care Nurse Practitioner (ACNP) Adult Clinical Nurse Specialist (ADCNS) Adult Nurse Practitioner (ADNP) Gerontologic Clinical Nurse Specialist (GECNS) Gerontologic Nurse Practitioner (GENP) Health Care Systems Leadership (HCSL) Nurse-Midwifery (NUMI) Pediatrics Primary Care (PEDI) Pediatrics Acute Care (PEDA)	
	<b>D.N.P.</b>	Advanced Practice Nursing: Acute Care (ACCA) Adults (ADUL) Nurse-Midwifery (MIDW) Older Adults (GERO) Pediatrics Primary Care (PEDI) Pediatrics Acute Care (PEDA) Health Care Systems Leadership (HCSL)	
	<b>Ph.D.</b>	*	
<b>Philosophy (PHIL)</b>	<b>M.A.</b>	History of Philosophy (HIPH) Social and Applied Philosophy (SOAP)	<b>Philosophy</b>
	<b>Ph.D.</b>	Ancient Philosophy (ANPH) British Empiricism/Analytical Philosophy (BREM) Christian Philosophy (CHRI) Early Modern European Philosophy (MOPH) Ethics (ETHI) German Philosophy (GEPH) Medieval Philosophy (MEPH) Phenomenology-Existentialism (PHEN) Philosophy of Religion (PHRE)	
<b>Physical Therapy (PTH)</b> <i>Marquette University Undergraduate Bulletin</i>	<b>D.P.T.</b>		<b>Health Sciences</b>

\* No formal specialization offered. Some programs allow students to focus their courses or electives in a specific area of interest. Contact the program department for more information.

<b>PROGRAM</b> <small>(Programs found alphabetically throughout this bulletin unless noted, in italics, below.)</small>	<b>DEGREE</b>	<b>SPECIALIZATIONS</b>	<b>PROGRAM ADMINISTERED BY:</b> <small>(college/department/school)</small>
<b>Physician Assistant Studies (PHAS)</b> <i>Marquette University Undergraduate Bulletin</i>	<b>M.P.A.S.</b>		<b>Health Sciences</b>
<b>Political Science (POSC)</b>	<b>M.A.</b>	*	<b>Political Science</b>
<b>Psychology</b>	<b>(See Clinical Psychology, Counseling, and Counseling Psychology)</b>		
<b>Public Service (PUBS)</b>	<b>M.A.P.S.</b>	Criminal Justice Administration (CJAD) Dispute Resolution (DIRS) Health Care Administration (HECA) Leadership Studies (LEDR) Non-profit Sector (NPSE)	<b>Professional Studies</b>
<b>Religious Studies (REST)</b> <i>Theology</i>	<b>Ph.D.</b>	Biblical Theology (BITH) Historical Theology (HITH) Systematic Theology (SYTH) Theological Ethics (THET) Theology and Society (THSO)	<b>Theology</b>
<b>Speech-Language Pathology (SPLA)</b>	<b>M.S. Certificate</b>	*	<b>Speech Pathology and Audiology</b>
<b>Theology (THEO)</b>	<b>M.A.</b>	Biblical Theology (BITH) Historical Theology (HITH) Systematic Theology (SYTH)	<b>Theology</b>
	<b>M.A.C.D.</b>	*	
<b>Transfusion Medicine (TRME)</b>	<b>M.S.T.M.</b>	Business Administration (BUAD) Education (EDUC) Science (SCIE)	<b>Graduate School</b>

**Legend of Abbreviations:**

M.A.	Master of Arts	M.S.	Master of Science
M.A.C.D.	Master of Arts in Christian Doctrine	M.S.A.	Master of Science in Accounting
M.A.P.S.	Master of Arts in Public Service	M.S.A.E.	Master of Science in Applied Economics
M.B.A.	Master of Business Administration	M.S.E.M.	Master of Science in Engineering Management
M.D.R.	Master in Dispute Resolution	M.S.H.R.	Master of Science in Human Resources
M.Ed.	Master of Education	M.S.N.	Master of Science in Nursing
M.E.	Master of Engineering	M.S.T.M.	Master of Science in Transfusion Medicine
M.L.S.	Master in Leadership Studies	D.P.T.	Doctor of Physical Therapy
M.P.A.S.	Master of Physician Assistant Studies	Ph.D.	Doctor of Philosophy

**Definitions**

**Certificate** — An acknowledgement of a group of courses taken at the graduate level. Certificates are awarded in certain programs after completion of at least 12 credits. Students must have a bachelor's degree to be considered for admission.

**Master's Degree** — Degree conferred on students completing at least 30 credits. A thesis, professional project or essay may also be required. Students must have a bachelor's degree to be considered for admission.

**Post-master's/Specialist Certificate** — An acknowledgement of a group of classes taken at the graduate level. Post-master's/specialist certificates are awarded after the student has completed a specified number of credits, depending on the program. Students must have a master's degree to be considered for admission.

**Doctoral Degree** — The highest degree conferred by Marquette University. Credit requirements may vary by academic program. General guidelines can be found under Doctoral Degree Requirements, and program specific requirements can be found in the Graduate Programs section of this bulletin organized by academic discipline.

## JOINT PROGRAMS OFFERED

Specializations for the joint degree programs are the same as the specializations listed in the DEGREES OFFERED section.

<b>PROGRAM</b> <small>(Program information located in italicized section)</small>	<b>DEGREES</b>	<b>PROGRAM ADMINISTERED BY:</b> <small>(college/department/school)</small>
<b>Business Administration (BUAD)</b> <i>Business Administration</i>	M.B.A. and J.D. * M.B.A. and M.A. (International Affairs) M.B.A. and M.A. (Political Science) M.B.A. and M.S.N.	Graduate School of Management / Law Graduate School of Management / Political Science Graduate School of Management / Political Science Graduate School of Management / Nursing
<b>Communication (COMM)</b> <i>Communication</i>	M.A. and M.A.	Communication / Political Science
<b>Dispute Resolution (DIRS)</b> <i>Dispute Resolution</i>	Certificate and J.D.	Professional Studies / Law
<b>International Affairs (INAF)</b> <i>Political Science</i>	M.A. and M.B.A. M.A. and J.D.	Political Science / Graduate School of Management Political Science / Law
<b>Nursing (NURS)</b> <i>Nursing</i>	M.S.N. and M.B.A.	Nursing / Graduate School of Management
<b>Philosophy (PHIL)</b> <i>Philosophy</i>	M.A. and J.D.	Philosophy / Law
<b>Political Science (POSC)</b> <i>Political Science</i>	M.A. and M.A. M.A. and M.B.A. M.A. and J.D.	Political Science / Communication Political Science / Graduate School of Management Political Science / Law

\* Specializations offered: Sport Business in addition to the standard M.B.A. specializations.

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**BACHELOR'S-MASTER'S PROGRAMS OFFERED**


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<b>PROGRAM</b> <i>(Program information located in italicized section)</i>	<b>DEGREES</b>	<b>PROGRAM ADMINISTERED BY:</b> <i>(college/department/school)</i>
<b>Accounting (ACCO)</b> <i>Business Administration</i>	B.S. and M.S.A.	Graduate School of Management
<b>Biomedical Engineering (BIEN)</b> <i>Engineering</i>	B.S.B.E. and M.S.	Biomedical Engineering
<b>Civil Engineering (CIEN)</b> <i>Engineering</i>	B.S.C.E. and M.S.	Civil and Environmental Engineering
<b>Economics (ECON)</b> <i>Economics</i>	B.A. and M.S.A.E. B.S. and M.S.A.E.	Arts and Sciences Graduate School of Management
<b>Electrical and Computer Engineering (EECE)</b> <i>Engineering</i>	B.S.E.E. and M.S. *	Electrical and Computer Engineering
<b>Human Resources (HURE)</b> <i>Business Administration</i>	B.S. and M.S.H.R.	Graduate School of Management
<b>International Affairs (INAF)</b> <i>Political Science</i>	B.A. and M.A.	Political Science
<b>Mechanical Engineering (MEEN)</b> <i>Engineering</i>	B.S.M.E. and M.S.	Mechanical Engineering
<b>Nursing for Non-Nursing Graduates (NURS)</b> <i>Nursing</i>	M.S.N.	Nursing
<b>Political Science (POSC)</b> <i>Political Science</i>	B.A. and M.A.	Political Science
<b>Speech-Language Pathology (SPLA)</b> <i>Speech-Language Pathology</i>	B.S. and M.S.	Speech Pathology and Audiology

\*Two majors exist within the undergraduate Electrical Engineering Program: electrical and electronic engineering, and electrical and computer engineering. Both programs lead to the degree of bachelor of science in electrical engineering (B.S.E.E.).

**Legend of Abbreviations:**

B.A.	Bachelor of Arts	M.A.	Master of Arts
B.S.	Bachelor of Science	M.B.A.	Master of Business Administration
B.S.B.E.	Bachelor of Science in Biomedical Engineering	M.S.	Master of Science
B.S.C.E.	Bachelor of Science in Civil Engineering	M.S.A.	Master of Science in Accounting
B.S.E.E.	Bachelor of Science in Electrical Engineering	M.S.A.E.	Master of Science in Applied Economics
B.S.M.E.	Bachelor of Science in Mechanical Engineering	M.S.H.R.	Master of Science in Human Resources
J.D.	Juris Doctor	M.S.N.	Master of Science in Nursing

**Definitions**

See DEGREES OFFERED section above for certificate and degree definitions.

# POLICIES OF MARQUETTE UNIVERSITY

## 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.

### RESPONSIBILITY FOR ACADEMIC HONESTY

**This policy applies to all undergraduate programs and to students and faculty in some programs under the auspices of the Graduate School. Graduate School generically refers to all graduate and professional schools and students, and terms such as associate vice provost or associate/assistant dean will refer to the appropriate official in the other colleges/schools. Graduate School students should appeal to the Graduate School while professional students should appeal to the appropriate person in their college or school, i.e., Graduate School of Management or College of Health Sciences. School of Dentistry and Law School students must follow the policies put forth by their respective schools.**

ACADEMIC HONESTY consists of truth telling and truthful representations in all academic contexts. All members of the academic community have a responsibility to ensure that academic honesty is maintained. In what follows the wording "chair" refers to either a department chair or an equivalent official, "associate dean" refers to either an associate dean or an equivalent official, or in the case of the Graduate School it will refer to the assistant vice provost for graduate programs, the word "college" refers to a college, school, or other academic unit, and the words "assigned college" refers to the degree granting college or school (i.e. for graduate students the assigned college is the Graduate School).

Faculty have primary responsibility for:

1. Upholding and enforcing university wide principles of academic honesty and integrity and informing students of these principles including any qualifications that may be operative in the classes they are teaching.
2. Minimizing opportunities for academic dishonesty in their courses.
3. Confronting students suspected of academic dishonesty in a way that respects student privacy.
4. Affording students accused of academic dishonesty the right to appeal any resulting disputes to disinterested parties for hearing and resolution.
5. Assigning an appropriate grade to a student who engages in academic dishonesty.
6. Reporting all instances of academic dishonesty to the associate dean of the college offering the course.
7. Protecting the anonymity of any student reporting an incident of academic dishonesty to the extent permitted by due process required for the accused and other legal requirements.

Students have responsibility for:

1. Refraining from cheating and plagiarism.
2. Refusing to aid or abet any form of academic dishonesty.
3. Notifying professors and/or their advisor about observed incidents of academic misconduct. The anonymity of a student reporting an incident of academic dishonesty will be protected to the extent permitted by law.

## DEFINITIONS OF ACADEMIC DISHONESTY

ACADEMIC DISHONESTY applies equally to electronic media and print, and involves text, images, and ideas. It includes but is not limited to the following examples:

### *CHEATING*

1. Copying from others during an examination.
2. Communicating exam answers with other students during an examination.
3. Offering another person's work as one's own.
4. Taking an examination for another student or having someone take an examination for oneself.
5. Sharing answers for a take home examination or assignment unless specifically authorized by the instructor.
6. Tampering with an examination after it has been corrected, and then returning it for more credit.
7. Using unauthorized materials during an examination.
8. Allowing others to do the research and writing of an assigned paper (including use of the services of a commercial term paper company).

### *DISHONEST CONDUCT*

1. Stealing or attempting to steal an examination or answer key from the instructor.
2. Changing or attempting to change academic records without proper sanction.
3. Submitting substantial portions of the same work for credit in more than one course without consulting all instructors involved.
4. Intentionally disrupting the educational process in any manner.
5. Allowing another student to copy off one's own work during a test.

### *PLAGIARISM*

Plagiarism is intellectual theft. It means use of the intellectual creations of another without proper attribution. Plagiarism may take two main forms, which are clearly related: 1. To steal or pass off as one's own the ideas or words, images, or other creative works of another and 2. To use a creative production without crediting the source, even if only minimal information is available to identify it for citation.

Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part, in one's own words), and for information that is not common knowledge.

### *COLLUSION*

Any student who knowingly or intentionally helps another student perform any of the above acts of cheating, dishonest conduct, or plagiarism is subject to discipline for academic dishonesty.

## RESEARCH MISCONDUCT

Marquette University has a duty to ensure the integrity of research and will respond to any allegation of research misconduct in a thorough, competent, timely, objective, and fair manner. Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. The research misconduct policy applies to faculty, students, and others who are employed by or affiliated with Marquette University. Students who are accused of misconduct related to grant-funded research shall be governed by the procedures of the research misconduct policy, found at [www.marquette.edu/orsp/policies/upp.shtml](http://www.marquette.edu/orsp/policies/upp.shtml). Students who are accused of misconduct related to research that is not grant-funded and is a part of a student's academic program will be governed by the University Policy on Academic Honesty, found at [www.marquette.edu/rc/academichonesty.shtml](http://www.marquette.edu/rc/academichonesty.shtml). Any uncertainty related to which policy will govern a given situations will be decided by the research integrity officer.

## CONSEQUENCES OF ACADEMIC DISHONESTY

Regardless of how alleged acts of academic dishonesty are brought to light, faculty and instructors retain the responsibility and the authority to investigate all allegations, although, as outlined below, university administrators may lead these investigations. Because the consequences for academic dishonesty can be severe, the decision to penalize a student for such infractions must be the result of a thorough review. The procedures to be used for adjudicating suspected acts of academic dishonesty are determined by the nature of the misconduct and the seriousness of the offense.

## PROCEDURES FOR INCIDENTS OF ACADEMIC DISHONESTY

Students found committing acts of academic dishonesty will be subject to the Marquette University procedures for incidents of academic dishonesty. In what follows the wording “chair” refers to either a department chair or an equivalent official, “associate dean” refers to either an associate dean or an equivalent official, or in the case of the Graduate School it shall refer to the assistant vice provost, the word “college” refers to a college, school, or other academic unit, and the words “assigned college” refers to the college granting the degree (i.e. for graduate students the assigned college is the Graduate School).

### FIRST OFFENSES

Many, perhaps most, incidents of academic dishonesty involve accusations which are based on clear evidence and which are not contested by the accused student. In such cases, if the infraction is relatively minor and there is no indication that the accused student has previously been involved in such incidents, it is most appropriate that the matter be resolved between the student, the faculty member, and the chair of the department offering the course.

When a faculty member has evidence of a student’s academic dishonesty, the faculty member must initiate communication with the student within 15 calendar days of discovering evidence of academic dishonesty. The faculty member must then present the evidence to the student in a private meeting, always with a facilitator present (e.g., department chair or designee). This meeting should take place within 15 calendar days of the student being notified of the allegation or as soon thereafter as possible. If, after this meeting, it is decided that the student did participate in academic dishonesty the faculty member may follow up with one or more of the following actions:

1. Issue a reprimand to the student
2. Require repetition of the questionable work or examination
3. Reduce the grade on the questionable work or examination (faculty can reduce the grade down to and including an “F” or zero)
4. Recommend that the student be administratively withdrawn from the course
5. Recommend that the student be given a final grade of “F” for the course

The faculty must maintain careful documentation of the incident.

It is essential that any disciplinary action be reported in writing to the student in a letter from the faculty member. The faculty member is strongly encouraged to consult with his or her associate dean for questions about appropriate discipline and the form and content of the letter sent to the student. Reference to the “Marquette University Policies on Academic Honesty” should be included in the letter. The letter to the student must be sent out within 15 calendar days of the meeting and may be sent by e-mail with settings for “notify sender of receipt and of opening”. At the same time the letter is sent to the student, a copy must be sent to the department chair and associate dean of the college offering the course. In turn, within 5 working days, the associate dean of the college offering the course will communicate in writing details of the incident to the associate dean of the student’s assigned college, to ensure that penalties assessed are commensurate with the offense and that repeated infractions can be detected and dealt with appropriately. The associate dean of each college is responsible for maintaining confidential records concerning academic dishonesty of students enrolled in that college. All letters reporting faculty imposed academic penalties for academic misconduct will be included in these files.

In most incidents the disciplinary response and procedure for incidents of academic dishonesty concludes at this step.

### STUDENT’S APPEAL

Students have the right of appeal of the allegations of academic dishonesty and the disciplinary actions of the instructor if the student believes the alleged incident of academic dishonesty and/or resultant academic discipline to be unfounded, biased, or capricious. In this case the student should submit a formal written appeal stating the grounds for appeal and available documentation to the associate dean of the college offering the course within 15 calendar days of the notification of the instructor’s decision. Upon receipt of the appeal the associate dean may convene a review of the student’s actions by a college panel. The associate dean and/or panel reviews the details of the student’s actions and may ask to speak to the student, the instructor, the chair of the department offering the course, associate deans, and others. The associate dean of the college offering the course will determine the appropriate disciplinary action and, within 15 calendar days of receipt of the appeal, will provide a written statement to all parties concerned.

## DISCIPLINARY RECOMMENDATIONS BY FACULTY OF ADW OR F

If the faculty member recommends that the student be administratively withdrawn from the course and assigned a final grade of ADW or that a final grade of F be assigned, the associate dean of the student's assigned college (the assistant vice provost for graduate programs) will review the details of the incident and make the final decision within 5 working days of receipt of the request, and provide a written statement to all parties concerned.

Students have the right to appeal the decision of the associate dean to issue grades of ADW or F to the dean of the student's assigned college (the dean of the Graduate School in the case of graduate students). This appeal must be made within 15 calendar days of the notification of the grade change. The final decision to uphold or modify the action of the associate dean will be provided to the student and associate dean within 15 calendar days of receipt of the appeal. The decision of the dean is final.

## REPEAT OR MORE SERIOUS OFFENSES

When the associate dean (in the case of graduate students to the assistant vice provost for graduate programs) of the student's assigned college is aware of or determines that the student has engaged in multiple incidents of academic dishonesty or the incident in question is of a more serious nature he/she will convene a review of the student's actions by a college panel within 15 calendar days of learning of the most recent incident. In the case of graduate students, such a panel will be composed of a sub-committee of the University Board of Graduate Studies. More serious incidents may involve repeat offenses, cause injury or harm to others outside the academic community, or other actions deemed to warrant additional consideration. These incidents of academic dishonesty call for more serious disciplinary action up to and including campus wide sanctions of suspension or expulsion. Where incidents involve possible violations of the University Code of Conduct, in addition to the alleged academic dishonesty, consultation with the Office of Student Development is recommended.

Each college will have guidelines for the composition and selection of the College Panel to assure a review by experienced faculty and/or administrators not directly involved in the incident(s). The panel reviews all aspects of the student's record, the details of the student's behavior and may ask the student, instructor(s), and others to speak with the panel. Within 15 calendar days of being given the charge, the panel will forward its recommendations for appropriate and just disciplinary action to the associate dean (in the case of graduate students to the assistant vice provost for graduate programs) of the student's assigned college with a copy to the dean. All disciplinary decisions that involve a campus wide sanction, such as suspension or expulsion, will be made by the dean of the student's assigned college with all other actions being taken by the associate dean.

Within 15 calendar days of receiving the panel's recommendation, the associate dean or dean, as appropriate, makes the decision known to the student via written documentation that includes a description of the academic dishonesty, the process the decision went through, the resulting decision and appeal procedures. A copy of the decision is placed in the student's academic file with a copy provided to the Office of the Provost.

Students have the right of appeal of the allegation of academic dishonesty and the disciplinary actions of the associate dean or the dean of the student's assigned college. Such appeals must be made within 15 calendar days of receipt of the letter. Actions taken by the associate dean should be appealed to the dean of the student's assigned college. The final decision to uphold or modify the action of the associate dean will be provided to the student and associate dean within 15 calendar days of receipt of the appeal. The decision of the dean is final.

For actions of the dean involving campus-wide sanctions, such as suspension or expulsion, students have the right of appeal to the Office of the Provost. A formal written appeal stating the grounds for appeal and available documentation is to be submitted to the Office of the Provost within 15 calendar days of the notification of the decision of the dean. The provost or designee will conduct a review of the appeal materials, may seek additional information, and may consult with the student, faculty, chair(s), associate dean(s), deans, and others. The final decision to uphold or modify the action of the dean will be provided to the student and to the dean and associate dean of the student's assigned college within 15 calendar days of receipt of the appeal. A copy of the provost's decision will be placed in the student academic file. The decision of the provost is final.

## OTHER CONSIDERATIONS

The associate dean may exclude students who have on file recorded acts of academic dishonesty, as defined by this policy, from consideration for academic honors at graduation. Exclusion from consideration for honors is not for the purposes of this policy to be considered a campus wide sanction.

## MAINTENANCE OF DISCIPLINARY RECORDS

Records relating to academic dishonesty will be maintained by the associate dean of the student's assigned college to promote consistency of penalties for academic dishonesty and to ensure appropriate action against repeat offenders. In order to ensure that minor and non-recurring infractions do not negatively impact a student's career beyond Marquette University, a student may petition to the associate dean of his or her academic college to have relevant academic disciplinary records expunged after the student graduates or leaves the university. The associate dean has sole authority to consider and to grant or deny such petitions. The university will release a student's disciplinary records to potential employers, governmental agencies, other educational institutions, or other organizations or individuals only if authorized to do so by the student in question or if compelled by law.

## PROFESSIONAL ETHICS AND STANDARDS

These procedures do not supersede or take the place of procedures established for students who violate professional standards applicable to a particular program or college. Separate procedures and/or outcomes may be invoked when students are found in violation of professional standards or codes of ethics related to special programs, licensure, or certification as determined by the program's external or internal professional requirements. It is the student's responsibility to know and follow these standards/codes of ethics, which are part of the student's academic program. These special expectations and procedures, including the appeals process, will be provided to the student upon enrollment in the program, and are available in published form in the administrative offices overseeing these programs.

This policy evolved from a collaborative effort that included members of the Marquette University Committee on Academic Procedures, Marquette University Board of Undergraduate Studies, and the Marquette University Board of Graduate Studies. These groups would like to express their gratitude to the University of California–Irvine whose UCI Academic Senate Policy on Academic Honesty provided the framework for the resulting document.

## ASSISTANTSHIPS, FELLOWSHIPS AND SCHOLARSHIPS

All graduate students that receive merit-based financial aid, which include graduate assistantships, fellowships, and scholarships, must be full-time students in the term in which they receive the aid. Full-time status can be achieved by taking six credits of course work plus Graduate Assistant Teaching, Graduate Assistant Research or Graduate Fellowship, depending on the award received. These zero-credit courses will carry the status of full-time when combined with six credits of course work.

The following course numbers will be used in conjunction with the department acronym:

Graduate Fellowship (full-time, FT) = 9974

Graduate Assistant Teaching (full-time, FT) = 9975

Graduate Assistant Research (full-time, FT) = 9976

Students may use their scholarships to pay for Graduate Assistant Teaching, Graduate Assistant Research or Graduate Fellowship course fees. It is not required that all TAs and RAs be registered for one of these continuation courses. If a student already meets full-time status based on course work, then these continuation courses need not be used to obtain full-time status.

## REGISTRATION PROCEDURES

Teaching and research assistants, and recipients of scholarships or fellowships, must register for the appropriate course, which will be graded on an SNC/UNC basis. Registration will require the consent of the student's adviser and department, which must be secured prior to registering.

Registration requires the following procedures:

1. The student and his/her adviser meet and complete the registration form.
2. The student will be given a permission number to be used during the registration process.
3. The student registers via CheckMarq for the appropriate course, using the permission number received.
4. The completed and approved form shall be delivered to the Graduate School or the Graduate School of Management, as applicable.

## **BACKGROUND CHECKS, DRUG TESTING**

Some degrees, majors and/or courses may require a student to submit to a criminal background check and/or drug testing. The results of those checks and/or tests may affect the student's eligibility to continue in that degree, major and/or course.

## **CONDUCT**

### **PROFESSIONAL INTEGRITY**

To function properly and maintain high standards, academic and professional disciplines expect members to adhere to standards of conduct and professionalism. Marquette 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 graduate student's discipline. 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.

### **PROFESSIONAL PERFORMANCE**

All students in professional, laboratory, or clinical settings must maintain fully professional behavior at all times. If, in the judgment of the academic unit, a student is not living up to the non-academic standards, and that deficiency is a first offense or an offense deemed to be less serious in nature, a warning letter may be issued by the department to the student. If, however, the unsatisfactory behavior is a repeat offense or is more serious in nature, a recommendation will be made to the dean of the Graduate School or the Graduate School of Management, as applicable, that the student be dropped from the graduate program.

### **STUDENT CONDUCT CODE AND PROCEDURES**

Graduate students are responsible for complying with the regulations and/or procedures of the Graduate School or the Graduate School of Management, as applicable, as well as those set forth in the *At Marquette* student handbook. Violations of regulations found in the 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](http://www.marquette.edu/osd/policies/atmarquette.html). If there is a conflict between the two applicable regulations or procedures, the Graduate School's or the Graduate School of Management's, as applicable, will govern. If there are multiple components to the case, they may be separated and reviewed independently by the appropriate authorities.

## **CONFIDENTIALITY OF PROPRIETARY INFORMATION**

The university recognizes that the primary purpose of research and scholarship is to train future scholars and disseminate new knowledge for the benefit of humankind. However, commercially valuable inventions and discoveries also may result. Graduate students, during the course of their studies and work at the university, may receive access to confidential or proprietary information from the university, its faculty and employees, and/or private companies. A student, both while a student and thereafter, is expected to respect and maintain the confidentiality of such information. In certain unusual cases, a student may be asked to sign an additional confidentiality agreement. Unauthorized use or dissemination of another's confidential or proprietary information is subject to appropriate legal recourse and/or academic discipline, including termination from the program.

### **INTELLECTUAL PROPERTY**

Students will acquaint themselves with the university's Intellectual Property Policy, found at [www.marquette.edu/orsp/policies](http://www.marquette.edu/orsp/policies). Marquette University students are subject to the policy when, working for pay or for academic credit, they participate in faculty research programs.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

In compliance with the Family Educational Rights and Privacy Act, Marquette University notifies its students each term of their rights to inspect, amend, and prevent disclosure of their education records. In addition, Marquette's policy regarding education records is printed in the *At Marquette* student handbook and copies may be obtained from the Office of Student

Development in the Alumni Memorial Union, or accessed online at [www.marquette.edu/registrar/policies/ferpa.shtml](http://www.marquette.edu/registrar/policies/ferpa.shtml).

## GRADUATION

All students must apply for graduation by the deadline specified in the Academic Calendar. Application forms for Graduate School students are available online at [www.marquette.edu/grad/forms\\_index.shtml](http://www.marquette.edu/grad/forms_index.shtml) and at [www.busadm.mu.edu/graduate/GraduateForms.shtml](http://www.busadm.mu.edu/graduate/GraduateForms.shtml) for Graduate School of Management students. Graduation deadlines are scheduled well in advance of the date of Commencement to allow time for student academic audits and for printing diplomas, graduation invitations, and program booklets.

The awarding of a degree or certificate is contingent upon the student's successful completion of all program requirements prior to the date of graduation. A cumulative grade point average of 3.000 or above is also required to graduate. **If a student fails to graduate at the time originally anticipated, he or she must reapply online for the next graduation before the appropriate deadline stated in the Academic Calendar.**

Students who have completed all of their degree or certificate requirements prior to a specific graduation date, but who have missed the graduation application deadline, may request a letter from the Graduate School or the Graduate School of Management, as applicable, certifying the completion of their program. The student must still apply for graduation and the diploma will reflect the next graduation date.

## CEREMONY

Commencement at Marquette is a symbolic ceremony provided for students, faculty and families in celebration of our students' accomplishments. Following is the policy on when a student may participate in the spring or winter Commencement.

1. Students may participate in only one university Commencement per degree.
2. Spring Commencement:
  - a. Students who are in good academic standing, have met the appropriate graduation application deadline and will complete their degree requirements, including the official recording of any transfer work, by the end of the spring term will participate in spring Commencement.
  - b. Master's students, who are in good academic standing, have met the appropriate graduation application deadline and will complete their degree requirements, including the official recording of any transfer work, by the end of the summer term **and** are pre-registered for those final requirements may participate in spring Commencement. This paragraph does not apply to doctoral candidates since they are not eligible to participate in Commencement until they have completed all degree requirements.
3. Winter Commencement:
  - a. Students who are in good academic standing, have met the appropriate graduation application deadline and will complete their degree requirements, including the official recording of any transfer work by the end of the fall term will participate in winter Commencement.
  - b. Students who completed their degree requirements in August and did not participate in spring Commencement will participate in winter Commencement.
4. Ph.D. Candidates:
 

To participate in spring or winter Commencement, doctoral candidates must have met the appropriate graduation application deadline, successfully defended their dissertation, received approval by their dissertation committee for any required revisions, submitted their dissertation to the Graduate School, and received approval of the dissertation format by the Graduate School before the published Academic Calendar deadline for the respective Commencement.
5. Students who participate in Commencement without completion of their degree requirements will have their names published in the Commencement program with a notation indicating the expected term of completion; however, these students will not have any graduation honors noted. This paragraph does not apply to doctoral candidates since they are not eligible to participate in Commencement until they have completed all degree requirements.
6. Degree conferral is certified by the official Marquette transcript noting the degree completion. Receipt of a diploma or the participation in Commencement does not constitute certification of degree conferral.

## DIPLOMAS

Diplomas are typically distributed at the May Commencement ceremonies. Any special arrangements for the mailing of May diplomas, etc., must be made directly with the Office of the Registrar. August and December diplomas are available for pick up or can be requested by mail from the Office of the Registrar. The Office of the President sends announcements to the names indicated on the *Graduation Application* each graduating student submits online to the Graduate School or the Graduate School of Management, as applicable. However, there is no limit to the number of family members and friends who may attend the university-wide Commencement exercises; tickets are not needed. Department Commencement exercises, if occurring, may require tickets. For further information contact University Special Events at (414) 288-7431 or visit [www.marquette.edu/graduation/index.shtml](http://www.marquette.edu/graduation/index.shtml).

## IMMUNIZATION AND TUBERCULOSIS SCREENING POLICY

In the interests of keeping individual students and the campus community healthy, all newly admitted or readmitted students at Marquette University — undergraduate, graduate and professional — are required to provide proof of certain immunizations and to complete a screening instrument for tuberculosis.

Proof of immunization, and/or disease as applicable, is required for MMR (measles, mumps, rubella), Varicella (chicken pox) and Tetanus/Diphtheria. The information should be provided in advance of coming to campus by completing an *Immunization Record, Tuberculosis Screening and Medical History Form* that will be included in your acceptance packet or sent under a separate mailing by your college or by Student Health Service. The form is also available on the Student Health Service Web site at [www.marquette.edu/shs](http://www.marquette.edu/shs). The information must be submitted to Student Health Service, where it will be retained in confidence.

If a student fails to submit the required documentation within 30 days of the start of the student's first term at Marquette, a registration hold will be placed on future registrations. The hold will be removed once the *Immunization Record, Tuberculosis Screening and Medical History Form* has been received by Student Health Service and the immunization requirements have been met.

Health Sciences, Nursing and Dentistry students may be required by their department, college or school to receive additional immunizations. Contact your department, college or school for specifications.

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## ACADEMIC FACILITIES AND RESOURCES

The University's libraries support the teaching, research, and service mission of Marquette University by providing access to recorded knowledge through collections, services, cooperative programs, and connections to worldwide resources. The libraries combine state-of-the-art technologies with a repository of information in an atmosphere of service and learning. A full description of resources, hours, news, and services is found at the Libraries' Web site, [www.marquette.edu/library/](http://www.marquette.edu/library/).

Collections of more than 1.7 million volumes and 3,700 print subscriptions are housed in the John P. Raynor, S.J., Library and the adjoining Memorial Library; the Law Library is separately described below. The libraries' shared online catalog, MARQCAT, includes all book and periodical holdings, locations, and circulation status.

### RAYNOR MEMORIAL LIBRARIES

The new (2003) Raynor Library holds a commanding position at the physical and intellectual center of the campus. Raynor Library, seating 1,100, is designed around the needs of its users, preserving the university's extensive traditional collections, while expanding its capacity for incorporating digital technology into access and delivery of information. The library offers over 300 online databases, thousands of books in digital format, and an ever-growing (over 26,000 titles) collection of full-text online newspapers, journals, and magazines. The primary service point in Raynor is the two-level Information Commons (IC), with over 240 networked PCs and Macs, multimedia hardware and software, and comfortable small group study spaces. The Information Desk is open 104 hours weekly and, in addition, offers research consultations by appointment, and phone, IM, e-mail and 24/7 "chat" assistance through its AskUs! services.

Raynor's first level is open 24/7 when classes are in session, and the second level and bridge are open until 2 a.m. Sunday through Thursday, offering access to workstations and comfortable,

safe late-night study space. Library hours during the summer, intercessions, and holidays are posted and updated regularly on the 24-hour recorded message at (414) 288-1530.

Additional features of Raynor Library include: reference collections, circulating laptops with wireless connectivity, the Class Reserves and Media Services Desk, Browsing and Spirituality collections, and the Funding Information Center. A conference center accommodating large groups and video conferencing, the Writing Center, and the Center for Teaching and Learning are also located in the facility. The second-level bridge entrance to Memorial Library features a 4,800 square foot café with casual seating, popular reading materials, and wired and wireless network connections.

Memorial Library, renovated top-to-bottom in 2004 and entered via the 2nd level bridge, houses the majority of the book and journal collections. The library is open 104 hours weekly and offers a variety of seating choices for over 1,050 readers. An open stack arrangement presents over six linear miles of compact shelving for bound journals on the lower level, plus book shelving on five floors. The facilities in this library include a circulation desk, a cluster of PCs, and assigned research carrels for faculty and graduate students.

Most library services and online research databases are available to students 24/7 from both on- and off-campus locations. Class reserve readings are digitized for online access whenever possible. Interlibrary Loan provides both books and journal articles from other libraries on request and a variety of other cooperative programs assure library privileges for Marquette students at other libraries in Southeastern Wisconsin. The Milwaukee County Federated Library System, including the Central Library just four blocks from campus, also lends to Marquette students. Above all, service-oriented staff members are committed to guiding and teaching users throughout the research process.

## SPECIAL COLLECTIONS AND ARCHIVES

Raynor Library also houses the Department of Special Collections and Archives and its research/exhibit area on the third floor. Its archival and manuscript collections and over 7,000 rare books include the archives of Marquette University; the papers of faculty, students, staff, and alumni; and major collections relating to Christianity among Native Americans and 20th-century Catholic social action. These include research collections for the following individuals and organizations: the Bureau of Catholic Indian Missions, Dorothy Day and the Catholic Worker movement, the National Catholic Conference for Interracial Justice, and the National Catholic Rural Life Conference. J.R.R. Tolkien's original manuscripts form a unique and notable research collection.

### **For more information on Raynor Memorial Libraries:**

- Libraries' Web site: [www.marquette.edu/library/](http://www.marquette.edu/library/)
- Map showing campus libraries: [www.marquette.edu/about/media/campusmap/campusmap.shtml](http://www.marquette.edu/about/media/campusmap/campusmap.shtml)
- AskUs! Phone, e-mail, or live "chat" information services: [www.marquette.edu/library/askus/](http://www.marquette.edu/library/askus/)
- Hours: [www.marquette.edu/library/information/libhours.html](http://www.marquette.edu/library/information/libhours.html) or 24-hour recorded message (414) 288-1530

## LAW LIBRARY

The primary mission of the Marquette University Law Library is to support, through its information and service resources, the curricular, research, and service activities of the Marquette University Law School faculty and students.

The Law Library is located in the Law School in Sensenbrenner Hall. The collection is comprised of 358,484 volumes representing 197,767 print volumes and 3,500 electronic and print subscriptions. Wireless connectivity is available throughout Sensenbrenner Hall.

The Law Library maintains a comprehensive electronic and print collection of primary legal materials from all jurisdictions in the United States as well as a growing collection of international and comparative legal materials. In addition, the Law Library subscribes to BNA, the online CIS Serial Set, Hein Online, Lexis-Nexis, Loislaw, Westlaw and Wisconsin CLE materials, and is a depository of federal government information resources.

## HAGGERTY MUSEUM OF ART

The Haggerty Museum of Art opened in 1984 as a home for the university's permanent collection and a center for the visual arts on the Marquette campus. The collection comprises approximately 5,000 works of art from the 16th through the 21st centuries in the areas of painting, works on paper and sculpture. The museum serves the Marquette community and the city of Milwaukee with changing exhibitions and a variety of public programs.

Education is fundamental to the mission of the Haggerty Museum which aspires to stimulate lifelong interest in the visual arts. Programs include lectures by artists, scholars and critics; symposia; teacher workshops; and tours. Through these educational programs planned in conjunction with academic departments at Marquette and with area schools, the museum offers learning opportunities for all ages.

The museum's exhibition schedule incorporates eight to ten special exhibitions annually including those organized by the Haggerty Museum staff and traveling exhibitions. The museum's challenging contemporary and historical exhibitions incorporate experimental developments in the arts while maintaining the signature tradition of exploring culture, history and social change.

Admission to the museum is free. Hours are 10 a.m. to 4:30 p.m. Monday through Saturday, 10 a.m. to 8 p.m. Thursday, and noon to 5 p.m. Sunday. The museum is accessible to people with disabilities. For information or free tours, call (414) 288-1669 or visit [www.marquette.edu/haggerty](http://www.marquette.edu/haggerty).

## **HARTMAN LITERACY AND LEARNING CENTER**

The Hartman Literacy and Learning Center is a facility within the College of Education which supports undergraduate and graduate literacy-related programs. The center library houses a children's literature collection which is used by College of Education students as well as children and families participating in the Marquette University Family Literacy Project, a collaboration between the university and neighborhood elementary schools. Students enrolled in EDUC 160 (Practicum in Reading) participate in the Family Literacy Project by tutoring small groups of children in reading and writing after school. The Hartman Literacy and Learning Center provides faculty and staff to support and conduct research regarding the project.

## **INSTRUCTIONAL MEDIA CENTER**

The Kenneth Shuler Instructional Media Center (IMC) provides a wide range of multimedia creation and presentation services for the Marquette University community. The IMC's primary obligation is to support and enhance Marquette's classroom instruction through technology. The IMC is also responsible for audio-visual equipment distribution and technical support in presentation classrooms throughout the campus. In addition, the IMC produces media that augment the university's public communication goals. These efforts include the creation of photography, audio, videos, and multimedia for informational, development and student recruiting purposes.

The facilities of the IMC are state-of-the-art and an important component of the J. William and Mary Diederich College of Communications' broadcasting curriculum. Our facilities include two digital television studios, eight video editing suites, three audio studios, and computer graphics platforms. These advanced facilities are used as classrooms and laboratories by students pursuing a degree in Broadcast and Electronic Communication. Students also have access to these facilities as they participate in MUTV and/or MUR the student operated campus television and radio stations.

## **RESEARCH CENTERS AND INSTITUTES**

In order to foster and enhance research and study at Marquette University, a number of units on campus have established thematic research centers and institutes. These centers and institutes offer the opportunity for active collaboration and research in a variety of categorical areas. Examples include the Center for Mass Media Research, the Center for Materials Science and Technology, the Institute for End of Life Care Management, the Institute for Urban Environmental Risk Management, the Integrative Neuroscience Research Center, the Les Aspin Center for Government, the National Sports Law Institute, the Transportation Research Center, and the Center for Water Quality. The Office of the Provost maintains a list of currently active centers and institutes.

The centers generally are designed to bring an interdisciplinary focus to the study of complex problems and involve the participation of several faculty members. Opportunities are available for student participation in the programs of several of the centers and institutes.

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## PERSONAL RESOURCES AND FACILITIES

### CAMPUS SAFETY

As the Marquette community is located in downtown Milwaukee, students need to be aware of the realities of city living. Recognizing this, the university strives to educate students about personal safety and crime prevention through a wide variety of safety programs and services.

Marquette maintains its own Department of Public Safety as a security and safety service to the university community. The department is located on the first floor of the 16th Street Parking Structure, 749 N. 16th St. (between Wisconsin Avenue and Wells Street). This location houses Public Safety Administration, Officer Operations, Communications Center, Preventive Services, and Student Safety Programs. Public Safety 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 Public Safety's emergency line by dialing 8-1911 from any campus extension or (414) 288-1911 from any off-campus phone.

Public Safety officers monitor on- and off-campus areas utilizing squad, foot and bicycle patrols. Public Safety officers are trained to respond to all calls for assistance, including crimes in progress and medical emergencies. University Service officers are responsible for monitoring campus buildings and property. The officers conduct walking patrols, provide authorized after-hours access to buildings, assist public safety officers and are available to provide information and assistance to students, staff and visitors. Security within the university's residence facilities is provided by Safety Services officers, who are on duty from 11:30 p.m. to 7:30 a.m., daily.

The department maintains an outdoor telephone system, including close to 200 Blue Light Phones. Blue Light Phones are located on campus pedestrian walkways, mall areas and within or near all of the university's parking lots. Blue Light Phones are located at Valley Fields as well as in the near off-campus residential area. Blue Light Phones provide a direct link to Public Safety's Communication Center. Upon activation of a Blue Light Phone, the caller's location is immediately known to the communications officer, who will provide the appropriate assistance.

A wide variety of crime prevention and safety awareness programs are made available to groups that are interested in promoting safety. Popular topics include self defense, personal safety, sexual assault prevention and alcohol awareness. Numerous brochures, the *Awareness* newsletter and crime statistics are readily available to provide information.

Any member of the Marquette community who becomes involved in a crisis situation can receive the benefits of the Victim/Witness Services program. The program provides resources for those in need of counseling or support services in addition to providing escorts to and from all necessary court-related appearances.

Public Safety complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act through the publication of the *Safety Resource Guide*, which includes campus crime statistics and crime prevention strategies. Copies of the *Safety Resource Guide* are available from Public Safety or by calling (414) 288-7320 or can be viewed online at [www.marquette.edu/dps](http://www.marquette.edu/dps).

### CHECKMARQ/SNAPSHOT

Marquette students obtain up-to-the moment information, monitor their academic record, view courses, register and update their address/phone numbers online by using the CheckMarq system via the Internet. Students can access CheckMarq from any computer with Internet access. CheckMarq can be found at <http://checkmarq.mu.edu>. CheckMarq requires both a user name and password. Information Technology Services assigns user names and passwords to all new students for the duration of their studies at Marquette.

Snapshot is an online Schedule of Classes students access to determine what courses to take each term. Snapshot is located at: [www.marquette.edu/registrar/soc](http://www.marquette.edu/registrar/soc).

### DISABILITY SERVICES

Marquette University strives to integrate qualified students with disabilities as fully as possible into all aspects of university life. The Office of Disability Services, located within Student Educational Services, has been designated to coordinate this process in accordance with the university's compliance responsibilities under the law. Accommodations determinations for all students with identified and documented disabilities will be made on a case-by-case basis. Examples of possible accommodations or services provided to students with disabilities include

providing textbooks in alternative format, locating interpreters and notetakers, orientation to campus, informal counseling, arranging for alternative tests, and advocacy.

A policies and procedures document containing more detailed information about accessibility for all students with disabilities at Marquette is available from the coordinator of disability services, Alumni Memorial Union, 317, P.O. Box 1881, Milwaukee, WI, 53201-1881; (414) 288-1645. The Web site for the Office of Disability Services is [www.marquette.edu/oses/disabilityservices](http://www.marquette.edu/oses/disabilityservices).

## E-MAIL POLICY

Marquette University utilizes e-mail as one of the official means of communication with students to keep them informed of important information such as financial aid and billing data; college deadlines, events and updates; and important campus news. Each student is issued an official eMarq e-mail account for use while he or she is enrolled.

E-mail is an appropriate and preferred method for official communication by Marquette with students unless otherwise prohibited by law. The university has the right to send official communication to students by e-mail with the assumption that students will receive, read and, if necessary, act in a timely manner based upon these e-mails.

## GRADUATE STUDENT ORGANIZATION

The Graduate Student Organization (GSO) serves as a channel for graduate students to voice concerns, resolve difficulties, and provide feedback on issues that directly affect graduate student life at Marquette University.

The GSO will accomplish this goal by:

- Actively representing graduate students to the university
- Advocating changes deemed necessary by graduate students
- Fostering inter-departmental cooperation and exchange
- Encouraging unity among the graduate students as a whole
- Improving the academic environment for graduate students through sponsored events
- Providing social events for graduate students
- Working with University Ministry to provide spiritual support for graduate students who seek it

All part-time and full-time graduate or professional students enrolled at Marquette University are automatic GSO members, and membership is free.

For a listing of events and meeting notices, past meeting minutes and the GSO constitution, go to: [www.marquette.edu/grad/GSO/current\\_GSO.shtml](http://www.marquette.edu/grad/GSO/current_GSO.shtml).

## TRANSCRIPT OF RECORDS

A transcript is a complete and unabridged copy of all academic work attempted at Marquette University. Course and grade information contained on the transcript are released pursuant to the Family Educational Rights and Privacy Act of 1974 (as amended).

A student may obtain a transcript of his or her Marquette record by completing a *Transcript Request Form* available at [www.marquette.edu/registrar](http://www.marquette.edu/registrar) and submitting it to the Office of the Registrar. Current students may request a transcript online via their CheckMarq account. All transcript requests should be submitted one week in advance of the date the transcript is needed.

The fee for this regular service is \$5 per transcript. The fee for a rush transcript service is \$10 per transcript. All transcript fees are payable at the time of the request.

Every transcript that is issued directly to a student is clearly marked. Because most institutions will not accept a transcript that has been in the student's possession, we strongly recommend the student request the Office of the Registrar to mail a transcript directly to the institution involved. Students who elect not to follow this recommendation are liable for any further charges for additional transcripts.

## VETERANS BENEFITS

The Office of the Registrar acts as liaison between the student and the Veterans Administration, the Wisconsin Department of Military Affairs and the Wisconsin Department of Veterans Affairs. Any student eligible to receive educational benefits under one of the various Veterans Administration programs must report to the Office of the Registrar at the beginning of each fall, spring or summer term for which he or she is registered. Information or consultation is available at any time during regular office hours. Information regarding veterans' benefits may also be found at [www.marquette.edu/registrar](http://www.marquette.edu/registrar).

VA regulations require schools to enforce certain standards of progress in regard to certifying veterans for educational benefits; therefore any veteran who wishes to receive veterans' educational benefits must meet the published academic standards and requirements of the university.