



MARQUETTE
UNIVERSITY

GRADUATE SCHOOL
OF MANAGEMENT

Appeals Process:
Grade Appeals
Academic Dishonesty Appeals
Dismissal from Program Appeals
Admission Denial Appeals

Updated July 2011

Grade Appeal

- **Do you feel that the grade you received in a course is in error?**
- **If so you can go through the grade appeal process.**
- **You can appeal final course grades.**

Grade Appeal

- **Grade appeals are initiated by the student.**
- **The student must start the grade appeal process by the date designated for removal of incomplete grades.**
 - **That date is typically 4 weeks after the beginning of the academic term immediately following the semester in which the grade in question was assigned.**

Grade Appeal

Start your appeal by discussing your grade with the faculty member who taught the course.

If that does not resolve the issue:

The next step would be to appeal, IN WRITING, to the chairperson of the department that offered the course.

Real Estate; see chairperson of FINA;
Business Law see chairperson of ACCO;
Supply Chain, Info Tech, Human Resources or Entrepreneurship, see chairperson of MANA;
INBU see Executive Associate Dean.

Grade Appeal

If you have not resolved the issue:

The next step would be to appeal, **IN WRITING**, to the Executive Associate Dean.

If you have not resolved the issue yet:

The final step would be to appeal, **IN WRITING**, to the Dean of the Graduate School of Management (GSM).

The decision of the Dean of the GSM is final.

Academic Dishonesty

- **This issue is covered in the Graduate School of Management bulletin under the section entitled “academic regulations”.**
- **The procedure dealing with this issue is somewhat different for relatively minor first offenses vs. repeat or more serious first offenses.**

Academic Dishonesty Process

Minor 1st Offenses

Faculty member initiates the process. The Faculty member must communicate with the student about the incident within 15 days of discovering possible academic dishonesty.

Within 15 days of notifying student, the faculty member and student should meet to discuss incident; We recommend a facilitator be present such as department chairperson.

Within in 15 days of meeting with the student, if academic dishonesty is found, the faculty member must inform the student of recommended disciplinary action, IN WRITING.

Academic Dishonesty Appeal

Minor 1st Offenses

Student may appeal academic dishonesty allegations and/or disciplinary actions:

After meeting with the faculty member and receipt of letter regarding disciplinary action, student may accept penalty at that stage.

Within 15 days of receipt of letter from faculty member, the student can appeal, **IN WRITING**, to the Executive Associate Dean. If disciplinary action recommended by instructor is F or ADW for the course grade, the Executive Associate Dean automatically reviews the case, as these grades can only be imposed by Dean's Office.

Within in 15 days of receipt of the student's letter (5 days in automatic cases) the Executive Associate Dean will consider the case/appeal and provide a written letter to all parties concerned.

Academic Dishonesty Appeal

Minor 1st Offenses

After receipt of the letter from the Executive Associate Dean, students have 15 days to appeal, IN WRITING, to the Dean of the Graduate School of Management (GSM).

You can appeal further:

Within 15 days of receipt of appeal, the Dean of the GSM will make a final decision to uphold or modify action of the Executive Associate Dean and send a letter to all parties concerned.

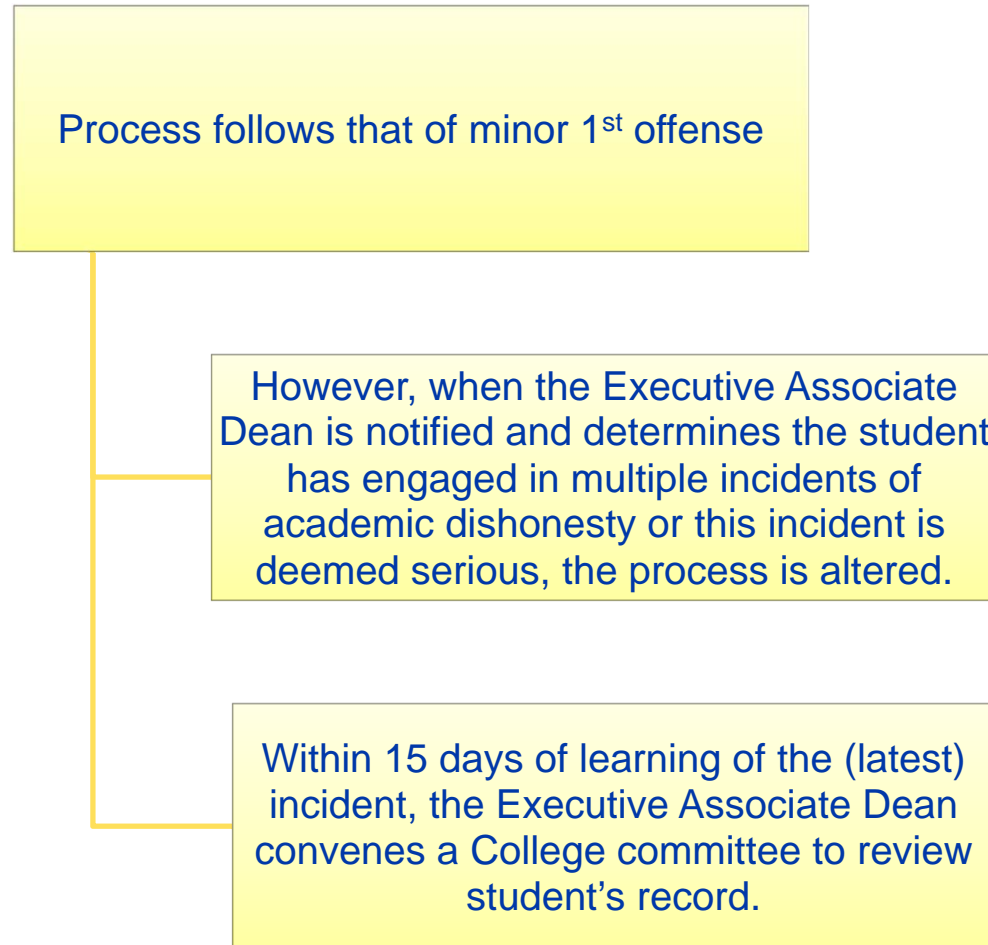
Decision of the Dean of the GSM is FINAL

Academic Dishonesty

- **IN ALL CASES of academic dishonesty, the incident will be reported to the Executive Associate Dean of the college.**
- **Notification of the incident is retained in your academic file; details are kept separately in a file with the Executive Associate Dean.**

Academic Dishonesty Process

Serious 1st or Repeat Offenses



Academic Dishonesty Appeal Serious 1st or Repeat Offenses

Within 15 days of convening, the College committee will forward recommendations for disciplinary actions to the Executive Associate Dean. These can be up to campus wide sanctions of suspension or expulsion.

If not campus-wide sanctions, the Executive Associate Dean sends a letter to the student informing them of the decision. A copy of the letter is forwarded to Office of the Provost.

Academic Dishonesty Appeal Serious 1st or Repeat Offenses

You can appeal:

For non campus-wide sanction cases, after receipt of letter from Executive Associate Dean, students have 15 days to appeal, IN WRITING, to the Dean of the Graduate School of Management (GSM).

For campus-wide sanction cases, after receipt of letter from Dean, students have 15 days to appeal, IN WRITING, to the Office of the Provost.

Decision of the Dean of the GSM or the Provost is FINAL.

GSM Academic Review Process

- Graduate students are expected to maintain a grade point average of 3.000 or higher in all course work, including prerequisites and other course work whether it applies to the degree or not. Students that have below average or unsatisfactory work will be sent official notification from the Graduate School of Management and their status will be recorded by the Registrar.
- Specific attention is given to those admitted on Probationary Status. Those who do not meet the requirements outlined on their admission letter may be recommended for disenrollment.
- Students who fall below 3.000 in any given enrollment period but who maintain a 3.000 cumulative grade point average and do not meet probation status (see next slide), will be sent a first warning letter from the Graduate School of Management.
- Students that earn a single grade below a B in any course will receive a first warning letter.

- Students that earn multiple BCs or Cs in a given term or over their graduate career, but have not reached the limits of dismissal, will receive a second letter of warning or probation depending on the severity of the situation.
- Students that have unsatisfactory work (see definitions on next slide) are subject to dismissal from the graduate program and the Graduate School of Management.

GSM Academic Review Process (cont.)

- Examples of unsatisfactory work include, but are not limited to:
 - 1) any difficulty maintaining the required 3.00 grade point average, such as a weak first or second term, multiple incompletes, accumulating three Cs (nine hours) or a combination of four BCs and Cs (12 hours), or one grade of F or U;
 - 2) a term without substantial and visible progress toward completion of program requirements, such as essay, comprehensive exam, course work;
 - 3) violation of probation requirements;
 - 4) unprofessional behavior in a class, or professional setting representing Marquette University.

Dismissal from Program Appeal

Student initiates the appeal within 6 days of the dismissal notice. The appeal must be IN WRITING to the Director of the Program (for MBA students, please send it to the GSM Associate Dean).

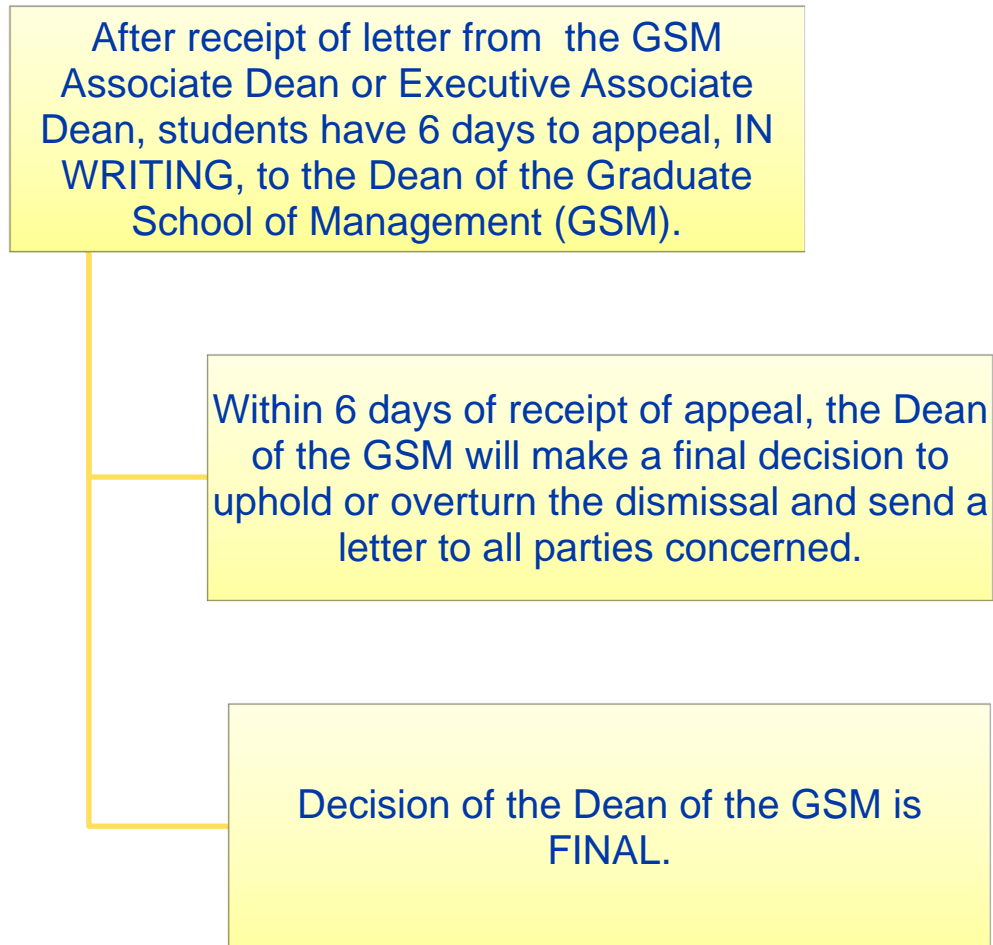
The Director has 3 days to review the case and respond to the student IN WRITING.

Within 6 days of receiving the notice to uphold the dismissal the student can appeal to the GSM Associate Dean, IN WRITING. For MBA students, please send the appeal to the Executive Associate Dean.

You can appeal further:

Dismissal from Program Appeal

You can appeal further:



Admission Denial Appeal

Applicant initiates the appeal within 15 days of the deny notice. The appeal must be IN WRITING to the Admissions Committee. Please send the appeal to the Director of the Program (for MBA students, please send it to the GSM Associate Dean).

The Admissions Committee has 15 days to review the case and respond to the applicant IN WRITING.

Within in 15 days of receiving the notice to uphold the denial the applicant can appeal to the GSM Dean, IN WRITING.

Decision of the Dean of the GSM is FINAL.

You can appeal further: