

MUGS News

The Marquette University Graduate School Newsletter

January, 2007

Vol. 11, No. 5

MUGS News is the Graduate School's newsletter. *MUGS News* will bring you information about Graduate School policies, deadline reminders, job postings, and other meaningful news you can use. [Past issues](#) of *MUGS News* are available online.

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1. Upcoming Deadlines

Note: Programs in the [Graduate School of Management](#) may follow a slightly different calendar or have different deadlines. Graduate students in Accounting, Business Administration, Executive MBA, Economics, and Human Resources programs should visit the [GSM Web site](#) for deadlines, program requirements, announcements, and academic schedules that are unique to them.

Registration Deadlines for Spring, 2007

January 15 – 23, 2007:

CheckMarq late registration. Late registration closes at midnight on Tuesday, January 23, 2007. All students must be registered by this date.

April 13, 2007 (Friday):

Final day to change from credit to audit or to withdraw from a spring, 2007 course with a grade of W.

Deadlines for Students Planning to Graduate in May, 2007

([Graduation instructions](#), information, and FAQs are available on the Graduate School's Web site.)

February 7, 2007 (Wednesday):

Outlines (theses, professional projects, and dissertations) are due in the Graduate School.

February 9, 2007 (Friday):

Graduation applications are due in the Graduate School. Complete the [graduation application form](#) online.

April 18, 2007 (Wednesday):

Last day for public defense of the dissertation. Results are submitted with the dissertation.

April 25, 2007 (Wednesday):

- Final day to submit theses, professional projects or essays with results and signatures.
- Results of comprehensive exams are due in the Graduate School. Registration for and the taking of comprehensive exams is arranged between students and their programs or departments.

May 7, 2007 (Monday):

Final day to submit dissertations with results and signatures.

Deadlines for Grad School Funded Merit-Based Financial Aid for Fall, 2007

February 15, 2007 (Thursday):

Deadline for applications for [Merit-Based Aid](#) (tuition scholarships, graduate assistantships, Milwaukee Area Teachers Scholarships)

June 15, 2007 (Friday):

Deadline for applications for [Catholic Schools Personnel Scholarships](#).

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2. Income Tax Filing Information for Students

W-2 Information

If you were a graduate assistant or a student employee at Marquette in 2006 and received a monthly stipend, the Payroll department will mail your *W-2 Wage and Tax Statement* to you no later than January 31, 2007. You will need your W-2 form to file your 2006 income tax return. You should verify your current address on [MyJob](#). Your address on [MyJob](#) is where your W-2 will be sent. If your address is incorrect, please change it, and then contact Payroll at (414) 288-7264. W-2s will also be available for online viewing on [MyJob](#) by the end of January.

Graduate students who received monthly stipends from fellowships, in which monthly taxes were not withheld, will not receive W-2 forms for those earnings. It is the responsibility of fellowship recipients to report their fellowship earnings on their income tax returns.

Special Tuition Tax Deduction Instructions Needed for Form 1040

Students, parents and employees intending to claim the tuition tax deduction for calendar year 2006 will have to write in the amount of the deduction on Form 1040. Because Congress extended the tuition tax deduction credit too late for IRS printing forms, the line that would ordinarily include the credit is not printed on tax forms.

According to the Association of Jesuit Colleges and Universities, those filing tax returns should use line 35, "Domestic production activities deduction, attach Form 8903," and claim the deduction for college tuition and fees. Write the letter "T" on line 35 of Form 1040 and enter the eligible amount. For example: (T 4,000). You cannot take this deduction on Form 1040A.

Online Help

Educational Expenses:

You may be able to deduct work-related educational expenses paid during the year as an itemized deduction on [Form 1040, Schedule A](#) (PDF). To be deductible, your expenses must be for education that:

- Maintains or improves skills required in your present job; or
- Serves a business purpose of your employer and is required by your employer, or by law or regulations, to keep your present salary, status, or job.

Find complete information on educational expenses: [Tax Topic 513](#).

Publication 970, Tax Benefits for Education:

Provides information about scholarships, fellowships, and grants, the Hope credit, and the Lifetime Learning Credit. Find complete information on tax benefits for education: [Publication 970](#).

Contact Internal Revenue Service:

Download all IRS forms and publications, and search for answers to your questions at www.irs.gov.

The university and the Graduate School do not have tax experts on hand who can answer your specific questions about your taxes. We recommend that you contact a qualified tax accountant or preparer for advice.

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3. New Student Orientation Information Available Online

If you are a new student to the Graduate School this spring term, and were not able to attend the new graduate student orientation on Saturday, January 13, information from the program is available online. Visit [New Graduate Student Orientation](#) for information about a variety of topics that will help you get started as a new Marquette University graduate student.

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4. May, 2007 Graduation Information

Students Planning to Graduate in May Must Apply by Friday, February 9

If you plan to graduate in May, 2007, your graduation application is due no later than Friday, February 9, 2007. If you applied to graduate in a previous semester but did not complete all of the requirements to graduate at that time, you must apply again for a subsequent term. Previous applications to graduate do not roll over to later terms. Complete the [graduation application form](#) online.

Important Information for Graduate Students in Arts and Sciences

All May, 2007 graduates who plan to attend the Helen Way Klingler College of Arts & Sciences Graduation ceremony after the university ceremony at the Bradley Center should be aware of the following:

- The Helen Way Klingler College of Arts and Sciences will be held May 20, 2007, after the university ceremony.
- Graduates of the Klingler College of Arts and Sciences will be limited to 4 guests each. Tickets will be issued.
- Any unused tickets should be returned and will be redistributed on a first come, first served basis.
- Further instructions will be forthcoming. Watch for information posted to the MU graduation Web site at www.mu.edu/graduation.

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5. 8th World Congress for Microcirculation to be Held August 15-19 in Milwaukee

The 8th World Congress for Microcirculation will be held at the Midwest Airlines Center in Milwaukee, Wisconsin, on August 15-19, 2007. Abstracts are being accepted until March 30, 2007 at 6:00 p.m. The World Congress for Microcirculation is held every four to five years at different locations throughout the world, bringing together the leading researchers in the area of microcirculatory physiology from all over the world.

The World Congress will include scientific sessions, poster sessions, and workshops on a wide variety of current topics of interest to the microcirculatory and vascular biology communities. Oral presentations will include formal symposia sponsored by various microcirculatory societies throughout the world, featured topics sessions, and free communications.

For more information, please consult the Congress web site <http://www.microcirccongress.org/>.

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6. Bursar Refund Schedule

If you drop courses after the first week of classes you will not receive a 100% tuition refund. The tuition refund and adjustment schedule for Spring Sessions 1, 2, and 4 is shown below. The complete [tuition refund and adjustment schedule for spring, 2007](#) is available on the [Office of the Bursar's](#) Web site.

Start Date: 01/16/07		
End Date: Varies		
Undergraduate Students:		Sessions 1, 2 & 4
Dental Students:		Session 2
Graduate Students:		Sessions 1, 2 & 4
Health Sciences Professional Students:		Sessions 1
Class Week	Inclusive Dates	Adjustment %
First Week	01/16/07 - 01/23/07	100%
Second Week	01/24/07 - 01/30/07	80%
Third Week	01/31/07 - 02/06/07	60%
Fourth Week	02/07/07 - 02/13/07	40%
Fifth Week	02/14/07 - 02/20/07	20%
No tuition adjustment after fifth week of class.		

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7. Recent Graduate Student and Alumni Accomplishments

Department of Biological Sciences

Lixia Jia and **Tianyi Wu** presented posters of their research projects at the annual meeting of the Society for Cell Biology in San Diego, California, December 9-13, 2006.

College of Nursing

Three Marquette nursing students received scholarship awards for 2006 from the Milwaukee Chapter of the National Association of Black Nurses: **Dora Jones**, a Ph.D. student, **Tifuh Amba**, an MSN student, and **Aisatou Konate**, a BSN student.

The awards were presented at the MCNBNA 2006 scholarship dinner at the Pfister Hotel on November 18, 2006.

Tifuh Amba also received recognition last summer from the Greater Milwaukee Area Chapter of the American Association of Critical Care Nurses: the 2006 GMAC President's Award, GE Healthcare Belief in the Power of Nursing Critical Care Award for excellence in clinical practice, and the AACN-GMAC's Scholarship for Degree Completion.

Department of Theology

Wesley Scott Bidy, a Ph.D. student in the Department of Theology, had the following article published: "Re-envisioning the Pentecostal Understanding of the Eucharist: An Ecumenical Proposal" in *Pneuma: The Journal of the Society for Pentecostal Studies* 28/2 (Fall, 2006): 228-252.

Please e-mail your professional and scholastic accomplishments for inclusion in a future newsletter to Dr. [John Karkheck](#), Assistant Vice Provost for Graduate Programs, or to Mr. [Thomas Marek](#), Assistant Director for Financial Aid.

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8. Calendar

Note: Programs in the [Graduate School of Management](#) may follow a slightly different calendar or have different deadlines. Graduate students in Accounting, Business Administration, Executive MBA, Economics, and Human Resources programs should visit the [GSM Web site](#) for deadlines, program requirements, announcements, and academic schedules that are unique to them.

January 16, 2007

Spring term, 2007 classes began. MBA courses began Monday, January 15, 2007 for the Kohler and Waukesha sites, and Tuesday, January 16, 2007 on campus.

March 11-18, 2007

Spring Holiday. Classes resume Monday, March 19, 2007.

April 5-8, 2007

Easter Holiday. University offices are closed Good Friday, April 6, 2007 only. Not all classes may be canceled during Easter Holiday. Check with your instructors for information on your particular courses.

April 13, 2007

Final day to change from credit to audit or to withdraw (with a grade of W) from spring, 2007 courses.

May 5, 2007

Final day of classes.

May 7-12, 2007

Final exams.

May 19-20, 2007

Baccalaureate and Commencement.

The Marquette University [Calendar of Events](#) is available online.

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