



# Academic Censure/Satisfactory Academic Progress Appeal: Undergraduate

Purpose: Used when a current undergraduate student wishes to appeal academic dismissal from a college (CAA) or the university (RWAR) and/or failure to maintain Satisfactory Academic Progress (SAP) for financial aid eligibility.

### Student Instructions

- Complete Sections 1-3 of this form using a computer.
  - a handwritten form will not be accepted.**
  - an incomplete form without the required documents attached will not be processed and returned to you for completion.
- Print the form using the 'Print Form' button.
- Type answers to the questions in Section 4 in a separate document.
- Sign the form in Section 5; a digital signature is **not** acceptable.
- Submit the signed appeal form, the document in Section 4 and any supporting documentation by the deadline in the notification you received from your college and/or the Office of Student Financial Aid via one of the methods listed at the bottom of page 2 of this form.
- All appeals and supporting documents must be **received** by the deadline. **No exceptions will be made to the deadline.**

### Notes:

- you must appeal an RWAR/SAP/CAA, **even if you have already been accepted into a different college.**
- the request will be reviewed by the Academic Censure Committee in the rank order indicated in Section 3.
- this is a request for reinstatement and is not a guarantee of acceptance, or a guarantee of being admitted into your requested major, if reinstated.

### Section 1: Student Information

Name \_\_\_\_\_  
Last name, First name, Middle name

MUID \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_@marquette.edu

Based on my most recent semester grades, my expected graduation term is \_\_\_\_\_  
Term/Year (e.g., Spring 2013)

### Section 2: Academic Censure and/or SAP Information

I wish to appeal academic dismissal and/or Satisfactory Academic Progress from  Fall  Spring  Summer \_\_\_\_\_  
Year

In which term do you intend to enroll?  Fall  Spring  Summer

Check one, as per notification from your college and/or the Office of Student Financial Aid.

- College Academic Alert (CAA), student is dismissed from the college for lack of progress in college/major specific requirements.
- Required to Withdraw for Academic Reasons (RWAR) and Satisfactory Academic Progress (SAP), student is dismissed from the University and is ineligible for financial aid due to cumulative GPA.
- Satisfactory Academic Progress ONLY (SAP), student is eligible to remain enrolled, but is ineligible for financial aid.

College of your major \_\_\_\_\_

### Section 3: College Information

(for CAA or RWAR/SAP, i.e., not needed for SAP ONLY)

College from which you were dismissed \_\_\_\_\_

College to which you transferred into next term (if applicable) \_\_\_\_\_

Rank as #1 your first requested choice of college for enrollment next term. If you seek reinstatement to the college from which you were dismissed, or a new college to which you were previously admitted for enrollment next term, rank that college #1. Indicate your second and third requested choice of colleges. You may rank **no** more than three colleges. If you select only **one** college and that college denies your appeal, you will be dismissed from the university.

	Rank	Requested Major		Rank	Requested Major
<input type="checkbox"/> Arts & Sciences	_____	_____	<input type="checkbox"/> Engineering	_____	_____
<input type="checkbox"/> Business Administration	_____	_____	<input type="checkbox"/> Health Sciences	_____	_____
<input type="checkbox"/> Communication	_____	_____	<input type="checkbox"/> Nursing (no internal transfers will be accepted)	_____	_____
<input type="checkbox"/> Education	_____	_____			



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## Section 4: Type your answers to the following questions in a separate document and submit it with this form.

(label your answers to correspond with the questions, i.e. a., b., c.)

a. Indicate the type(s) of extenuating circumstances that prevented you from being academically successful during the term indicated above. Extenuating circumstances must be non-academic in nature. Please check all that apply.

- Diagnosed medical condition(s)
- Family circumstances
- Interpersonal problems
- Death of a loved one
- Military Service
- Loss of residence
- Legal Issues
- Work-related issue(s)
- Other (please describe) \_\_\_\_\_

b. Provide a brief summary of the extenuating circumstances you indicated in 4a to help the appeal committee understand the impacts on your academic performance. If your circumstances are sensitive in nature, you are not required to disclose those details. If you are receiving support from an office or program at Marquette University in relation to the circumstances (e.g. Title IX, MUPD, etc.), you are encouraged but not required to share the name of the office or program.

c. What measures within your control have you taken or will you take to achieve and maintain satisfactory academic progress moving forward? These measures may include the strategies you will utilize that will allow you to be academically successful. Be specific and provide justification for each strategy. Strategies might be academic in nature: a change of major (name the new major and explain why it is a better major for you); a commitment to seek tutoring or counseling; a commitment to join a study group; a commitment to spend a set number of hours per class studying each week, etc. Other non-academic strategies might include: a commitment to seek mental health counseling; reducing employment commitments; changing living situations, etc.

d. If you chose more than one college in Section 3, explain how each college choice will help you be successful in future terms.

## Section 5: Student Statement/Signature

*I hereby request reinstatement to the university after my academic censure, if applicable and/or of my financial aid eligibility (SAP). I understand that the college to which I appeal has the final decision in all academic censure and/or SAP appeals. I also understand and agree that if I am reinstated I am bound by the credit/GPA conditions applied to me in the college academic plan created specifically for me, and that I must comply with all of these conditions; or, I will again be subject to academic censure and/or made ineligible for financial aid.*

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

Date: \_\_\_\_\_

## DELIVERY METHODS

Submit this form by the deadline in the notification you received from your college and/or the Office of Student Financial Aid to:

Mail: Marquette University, Zilber Hall, 221, P.O. 1881, Milwaukee, WI 53233

Email: [otrdocs@marquette.edu](mailto:otrdocs@marquette.edu)

**Note if using email:** the appeal form, the document from Section 4 and any supporting documentation can be scanned and sent **ONLY** via your Marquette email account.