

For: Graduate School of Management
Students:

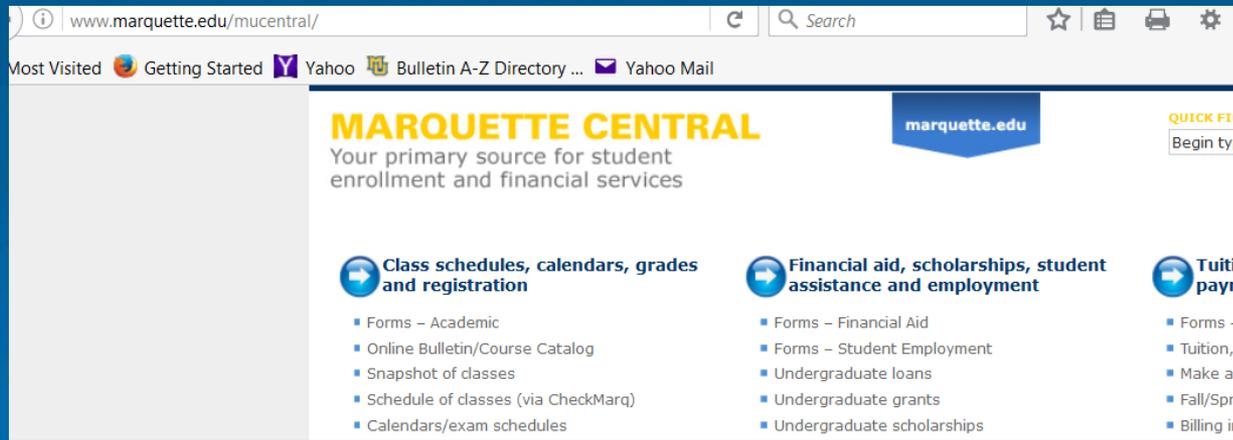
NAVIGATING THE ACADEMIC CENSURE PROCESS:

- The purpose of this PowerPoint is to walk you through each of the steps of the academic censure appeal process while the University is closed for Winter Break (December 23th through January 1st) when staff are not present to answer your questions.
- Even if you have been admitted to another academic program, if you received an RWAR, CAA or SAP notification, you must complete this appeal process in order to return to Marquette University.
- If, after viewing this information, you have additional questions, contact your program director or the Graduate School of Management office for assistance through December 20 - December 22nd at noon or beginning Tuesday, January 2nd, once the campus reopens for the second semester. More on this below.

Getting started on your appeal:

- We recognize how difficult this situation may be for you and, although writing an appeal does not guarantee reinstatement, be assured that writing a strong appeal helps your case tremendously.
- While you review this presentation, it would be helpful for you to have your Academic Censure letter open or printed out so you can refer to it during my instructions. Please get your letter now.

First, locate the online appeal form found on Marquette Central's website: marquette.edu/mucentral (click on first link highlighted below, "Forms – Academic")



The screenshot shows a web browser window with the address bar displaying www.marquette.edu/mucentral/. The page header includes the Marquette Central logo and the text "Your primary source for student enrollment and financial services". Below the header, there are three main navigation categories, each with a list of links:

- Class schedules, calendars, grades and registration**
 - Forms – Academic
 - Online Bulletin/Course Catalog
 - Snapshot of classes
 - Schedule of classes (via CheckMarq)
 - Calendars/exam schedules
- Financial aid, scholarships, student assistance and employment**
 - Forms – Financial Aid
 - Forms – Student Employment
 - Undergraduate loans
 - Undergraduate grants
 - Undergraduate scholarships
- Tuition and payments**
 - Forms – Tuition
 - Tuition, fees and payments
 - Make a payment
 - Fall/Spring billing
 - Billing information

Previous click takes you to this page. Click on first link (highlighted below):

MARQUETTE CENTRAL
Your primary source for student enrollment and financial services

[marquette.edu](#)

QUICK FIND
Begin typing to filter results

Forms to complete and print

Class schedules, calendars, grades & registration: [Forms to complete and print](#)

Note: forms are listed alphabetically

otrdocs@marquette.edu is an email account for submission of forms ONLY. DO NOT submit questions or requests to this email account. Address all questions to Marquette Central.

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ABOUT THE OFFICE OF THE REGISTRAR

The Office of the Registrar is the official keeper of academic records including course registrations, grades, transcripts and diplomas.

Find information about...

- Snapshot of the schedule of classes
- Calendars/exam schedules
- Course registration
- Grades and transcripts
- Diplomas
- Veterans benefits
- Summer studies

Complete this form online. After completing the form, you will print it out to sign as part of your appeal package, and then either email, mail or drop off entire appeal package to the Graduate School of Management. All communications, if via email must be from your Marquette University eMarq account.

YOU MUST SUBMIT YOUR COMPLETED APPEAL NO LATER THAN

THURSDAY, JANUARY 4, 2018 AT NOON! THERE ARE NO EXCEPTIONS TO THIS DEADLINE


Academic Censure/Satisfactory Academic Progress Appeal: Graduate School of Management

Purpose: Used by Graduate School of Management students who wish to appeal academic dismissal from the Graduate School of Management or the university and/or failure to maintain Satisfactory Academic Progress (SAP) for financial aid eligibility.

Student Instructions:

- Complete Sections 1 & 2 of this form using a computer.
 - a handwritten form will not be accepted.
 - an incomplete form 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 3 in a separate document.
- Sign the form in Section 4; a digital signature is not acceptable.
- Submit the signed appeal form, the document from Section 3, and any supporting documentation to the Graduate School of Management by the deadline in the Academic Censure notification you received.

Note if using email: the appeal form, the document from Section 3, and any supporting documentation can be scanned and sent ONLY via your Marquette email account.

Graduate School of Management Instructions:

- Make a determination in Section 5 and then notify student.
- Return the completed and signed appeal form, the Academic Plan spreadsheet, the student's document from Section 3 and any supporting documentation provided by the student to the Office of the Registrar via ImageNow.

Section 1: Student Information

Name MUID
Last name, First name, Middle name

Email @marquette.edu

Degree Program Phone

Section 2: Academic Censure and/or SAP Information

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

Graduate School of Management address: 1225 W Wisconsin Avenue, College of Business Administration, David Straz Jr. Hall, room 275



MARQUETTE
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DIFFERENCE.

Completing the form: Overview and Section 1

1. As the instructions indicate, you should **type** in, ONLINE, the information requested in sections 1, 2, and 3.
2. Section 1 is pretty straight forward. Name, MUID, Marquette email address, phone number and your expected term for graduation. There is no incorrect answer for your expected graduation term, as long you take into account the number of credits you have completed and estimate your graduation based on credits remaining and visa requirement if applicable.
3. Degree Program: Master of Business Administration, Master of Science in Accounting, Economics, Human Resources, etc.

Section 2:

Section 2: Academic Censure and/or SAP Information

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

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

- College Academic Alert (CAA), student is dismissed from the school for lack of progress in program 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.

Print Form

Completing the form: Section 2

1. Part 2 of the form will require you to refer to your academic censure letter.
2. First, type an x in the box indicating you wish to appeal your dismissal and/or Satisfactory Academic Progress for Spring and enter 2018 for the year.

Completing the form: Section 2 (cont.)

In the body of your academic censure letter, you will find the reason why you received the letter. There are two options:

- **College Academic Alert (CAA)** which means your progress in your college doesn't meet the academic requirements of your college/program.
- **Required to Withdraw for Academic Reasons (RWAR)** and **Satisfactory Academic Progress (SAP)** which means because you did not meet the necessary cumulative GPA necessary for continued enrollment, you are both dismissed and ineligible for Financial Aid (a federal requirement Marquette must enforce). You may appeal this.
- A third option - you may have received **an email** from the Office of Financial Aid relating to your **Satisfactory Academic Progress** only. This is the third option on this form: **SATISFACTORY PROGRESS ONLY (SAP)** which means you are eligible to continue enrollment, but not eligible for financial aid (another federal requirement Marquette must enforce). You may appeal this decision.



Completing the form: Section 2 (cont.)

- Once you have located the reason for your academic censure in your letter or from an email from Student Financial Aid, check the appropriate box in part 2 that describes that information (CAA, RWAR/SAP, or SAP only).

Completing the form: Section 3 The main focus of the appeal process: How you explain your situation

- You have now completed the online portion of your appeal. Next you must compose a separate document following the steps in this section. You will be asked to specifically explain:
 - Part a: the circumstances that prevented you from attaining academic success last semester,
 - Part b: what has changed or what are you changing now in order to overcome these circumstances, and
 - Part c: the strategies you plan to use to assist you to perform successfully in your academics next semester.
- Clearly separate each part of your document by the letters a, b, and c. This helps the committee carefully evaluate each part of your appeal.

Section 3, Part a: What happened?

- In this section you need to be **clear** and **specific** about the circumstances that influenced or contributed to your academic performance. It is not enough to say you had a hard time adjusting to college or struggled in your classes, but rather, you need to detail specific adjustment and class issues.



Section 3, Part a (cont.)

- More information is better than less. Because the appeals committee members don't necessarily know you, they must decide your case based on the details you present in your letter/document.
 - *Please know everything you submit to the appeals committee and all discussion about your case will be treated with complete confidentiality.*

Section 3, Part b: What has changed?

- In this section, you need to show you have reflected on what went wrong this past semester (you show/explain what went wrong above), and you now recognize what needs to change in order for you to succeed next semester. Again, be specific.

Section 3, Part c: Your strategies for success

- Here is where you have the opportunity to imagine the success you will create for yourself next semester. What specific steps will you take or strategies will you use to work towards academic success? What **specific resources (look on the website to find information on places that might help, e.g., counseling center to deal with anxiety, tutoring to assist you understand course material better, change in study location and/or habits, etc.)** on campus and elsewhere will you seek to assist your growth towards academic success? What people will help you? What tools will you use? How will you demonstrate your efforts to regain your academic standing? How many courses or credits you plan on taking per semester to achieve the 3.000 overall grade point average requirement? Again, more information is better than less for the committee's consideration.



Section 3: Documentation is important!!!

- For sections a, b, and c above, provide evidence or documentation, where appropriate, verifying your statements.
 - Medical records or other learning plans verifying a learning or medical issue, letters or emails verifying problems you encountered and your efforts to solve them, check stubs illustrating too many work hours, etc.
- **IMPORTANT REQUIREMENT:** If you describe mental health issues (depression, anxiety, ADD, etc.) as your primary reason for lack of success, in order to consider reinstating you, the university requires documentation from your health care professional verifying your diagnosis and providing evidence that you are either receiving on-going treatment or otherwise specifying how the problem is being addressed.

Section 4: Signature and submitting your appeal to the Graduate School of Management:

Section 4: Student Statement/Signature

I hereby request reinstatement to the university and the Graduate School of Management after my academic censure, if applicable, and/or of my financial aid eligibility (SAP). I understand the Graduate School of Management has the final decision in all academic censure and/or SAP appeals. I also understand and agree that I am bound by the credit/GPA conditions applied to me in the 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 _____

Documents may be submitted in person to the Graduate School of Management – 1225 W Wisconsin Avenue – David Straz Jr. Hall room 275 or via email to MBA@Marquette.edu by January 4, 2018 – by 12:00 noon cst. Email documents must be sent through your Marquette University eMarq account.

Deadline for submission:

Thursday, January 4th, 2018 at NOON. No exceptions.

- Your completed document and online form must be submitted to the Graduate School of Management no later than January 4th, 2018 at noon. The very last part of your online form gives you several methods for returning your appeal, but it must be in by the deadline:
 - Hand Deliver: GSM – 1225 W Wisconsin Avenue, College of Business, David Straz Jr. Hall room 275
 - Email: MBA@Marquette.edu
 - *Important note if using email: the appeal form, the document from Section 3 and any supporting documentation must be scanned and sent ONLY via your Marquette email account!**

- In closing, we wish you all the best as you work to appeal your academic censure and hope your efforts are successful. The University will notify you about the decision on your appeal by January 9th, 2018.
- Whatever the outcome of your appeal, we are available to talk you through next steps in your academic journey especially if your appeal is denied and you hope to return to Marquette sometime after spring 2018.
- I can be reached at: Cheryl.Nelson@Marquette.edu or 414-288-7145.

