



Appeal Satisfactory Academic Progress: Law School

Purpose: Used by Law School students who wish to appeal failure to maintain Satisfactory Academic Progress (SAP).

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 by the deadline in the Satisfactory Academic Progress notification you received via one of the methods listed at the bottom of this form.

Law School Instructions:

- Make a determination in Section 5; a digital signature is **not** acceptable.
- Notify the student.
- Return the completed and signed appeal form, the School 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

Phone _____

Section 2: SAP

I wish to appeal my SAP decision for Fall Spring Summer _____
 Year

Section 3: 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.)

- Explain the extenuating circumstances that prevented you from being academically successful during the term indicated above (be specific). Extenuating circumstances include, but are not limited to: personal injury or illness; family issues/difficulties; interpersonal problems; death of a relative; etc. In addition, provide any documentation you have to verify your extenuating circumstances.
- Explain what has changed in your life that will now allow you to be academically successful. In addition, provide any documentation you have to verify your explanation.
- Explain the strategies you will utilize that will allow you to be academically successful in future terms, if given the opportunity. Be specific and provide justification for each strategy. Your strategies might include, but are not limited to: 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. In addition, provide any documentation you have that may verify your new commitment to academics.

Section 4: Student Statement/Signature

I hereby request reinstatement to the Law School and of my financial aid eligibility. I understand that the Law School has the final decision in all SAP appeals. I also understand and agree that I am bound by the credit/GPA conditions applied to me by the Law School's academic plan that was created specifically for me and that I must comply with all of the conditions and restrictions contained therein; or, I will again be made ineligible for financial aid (SAP).

Student's Signature _____ Date _____

Section 5: Academic Dean/Designee

Based on the evaluation of the above appeal and the student's academic record, I (check one)

Recommend SAP reinstatement Do not recommend SAP reinstatement

In addition, attached is the Office of Student Financial Aid's Academic Plan spreadsheet outlining the conditions/restrictions of this reinstatement for the above named student.

Name and title (please print) _____

Signature of Dean/Designee (a digital signature is not acceptable) _____ Date _____

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

Deliver: Marquette Central, Zilber Hall, 121, 1250 West Wisconsin Avenue, Milwaukee, WI 53201-1881

Email: otrdocs@marquette.edu

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.