



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 _____ 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.

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., d.)

- 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 change of program (name the new program and explain why it is a better program for you); a commitment to seek tutoring and/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.
- Propose an academic plan that will allow you to return to satisfactory progress in your degree program. A plan must include restrictions/conditions of the reinstatement. In addition, it must be measurable and ensure that you are able to meet the institution's SAP standards by a specific point in time. Plans should include courses to be taken, expected grades and a time frame to complete the outlined objectives.

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 _____

Section 5: Academic Dean/Designee (check the same category below as indicated by the student in Section 2)

Based on the evaluation of the above appeal and the student's academic record, I:

- Recommend reinstatement for RWAR/SAP SAP (only)
- Do not recommend reinstatement for RWAR/SAP SAP (only)

In addition, attached is the Office of Student Financial Aid Academic Plan spreadsheet outlining the conditions of this reinstatement for the above name student.

Name and title of Dean/Designee (print) _____ Date _____

Signature of Dean/Designee _____