



# Readmission and Academic Censure/Satisfactory Academic Progress Appeal: Undergraduate

Purpose: used by former students to appeal academic dismissal from a college or the university and/or failure to maintain Satisfactory Academic Progress for financial aid eligibility the last term of attendance and **also wish to seek readmission to the university as an undergraduate.**

## Student Instructions

- Complete Sections 1-4 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 5 in a separate document.
- Sign the form in Section 6; a digital signature is **not** acceptable.
- Submit the signed appeal form, the document in Section 5 and any supporting documentation by the deadline for readmission, as per the [Academic Calendar](#) 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:

- if you have a Bursar or Student Affairs hold that will prevent you from being readmitted, clear these with the appropriate office.
- transcripts are not accepted if delivered by the student; they must be received via mail directly from the high school or postsecondary institution's record office.
- the request will be reviewed by the Academic Censure Committee and colleges in rank order indicated below.
- this is a request for readmission and is not a guarantee of acceptance, or a guarantee of being admitted to your requested major, if readmitted.

## Section 1: Student Information

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

SSN/MUID \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_  
*street address, city, state, zip code*

Email \_\_\_\_\_

Check one  U.S. Citizen, Permanent Resident or Immigrant  U.S. Visa Holder  Other

Are you Hispanic or Latino? (Check one)  Yes, I am Hispanic or Latino  No, I am not Hispanic or Latino

What is your race? (Check one or more)  American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

Have you earned a previous degree from Marquette?  Yes  No If yes, enter date of degree: \_\_\_\_\_

Are you requesting to return after a Medical Withdrawal?  Yes  No  
*If yes, enter the year and term of the Medical Withdrawal.* \_\_\_\_\_  
*Term/Year*

## Section 2: Transcript Information

The Office of the Registrar must have an official transcript on file from the high school listed below and every postsecondary institution you have attended, except Marquette.  
*If you have attended more than one postsecondary institution other than Marquette, attach additional pages.*

High School from which you graduated \_\_\_\_\_ City and State \_\_\_\_\_

Postsecondary institution you are currently attending \_\_\_\_\_ City and State \_\_\_\_\_

Other postsecondary institutions you have attended \_\_\_\_\_ City and State \_\_\_\_\_

Are you eligible to return to the postsecondary institutions listed above?  Yes  No  
*If no, please attach an explanation.*

Have you ever been convicted of a felony?  Yes  No

- If yes, attach a letter that includes the following:*
- your age at the time of the felony
  - the exact nature of the felony
  - specific sentence imposed
  - specific court that imposed the conviction
  - any extenuating circumstances surrounding the conviction
  - any other documentation you wish to provide

## Section 3: College Information

College in which you were previously enrolled \_\_\_\_\_

In which term do you intend to enroll?  Fall  Spring  Summer Intended Academic Load  Full-Time  Part-Time



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### Section 3: College (continued)

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, if so desired. You may rank **no** more than three colleges.

	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	_____	_____
<input type="checkbox"/> Education	_____	_____			

Degree status (check one, if applicable)

- Degree-Seeking: 1st Bachelor's
- Degree-Seeking: 2nd Bachelor's

Non-Degree (check one, if applicable)

- 2nd Major Coursework  
*second major coursework without concurrent admission to a second degree will appear only as a note on the transcript; however will not appear in CheckMarq, or any other document produced by, or on behalf of Marquette University.*
- Minor Coursework  
*minor coursework without concurrent admission to a second degree will appear only as a note on the transcript; however will not appear in CheckMarq, or any other document produced by, or on behalf of Marquette University.*
- Student Teaching
- Personal Enrichment/Development

My expected graduation term is

\_\_\_\_\_ *Term/Year (e.g., Spring 2013)*

### Section 4: 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 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.

### Section 5: 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 5a 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 6: Student Statement/Signature

*I hereby request readmission to the university after having stopped out for more than one semester (excluding summer) and appeal my academic censure if applicable and/or my financial aid eligibility (SAP) imposed upon me at the time I left Marquette. 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 readmitted, 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.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit this form by the deadline for readmission, as found in the Academic Calendar:**

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

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