



# 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.
- Scan and email the signed appeal form, the document from Section 3 and any supporting documents to [lawstudentservices@marquette.edu](mailto:lawstudentservices@marquette.edu) by the deadline in the Academic Censure notification you received. The email **MUST** be sent from your Marquette email account.

## 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  
Last name, First name, Middle name \_\_\_\_\_ MUID \_\_\_\_\_

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.)

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 3a 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 detail. 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 such as a commitment to spend a set number of hours per class studying each week or non-academic such as a commitment to seek mental health counseling; reducing employment commitments; changing living situations, etc.

## 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 \_\_\_\_\_