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# FOR UNDERGRADUATES NAVIGATING THE ACADEMIC CENSURE PROCESS:



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# Hi, I'm Ben Kemp

- The purpose of this PDF is to walk you through each of the steps of the academic censure appeal process.
- If, after viewing this information, you have additional questions, your college office, Marquette Central, or my office can assist you. More on this below.

# Getting started on your appeal:

- I 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.
- Historically, around 80% of students who appealed were reinstated. You have a strong chance of being readmitted after appeal, so it's worth your effort.
- While you review this PDF, it is helpful for you to have your Academic Censure email open or printed out so you can refer to it during these instructions. Please open the email now.



First, locate the online appeal form found on Marquette Central's website:  
<https://marquette.edu/central> (click on the forms tab)



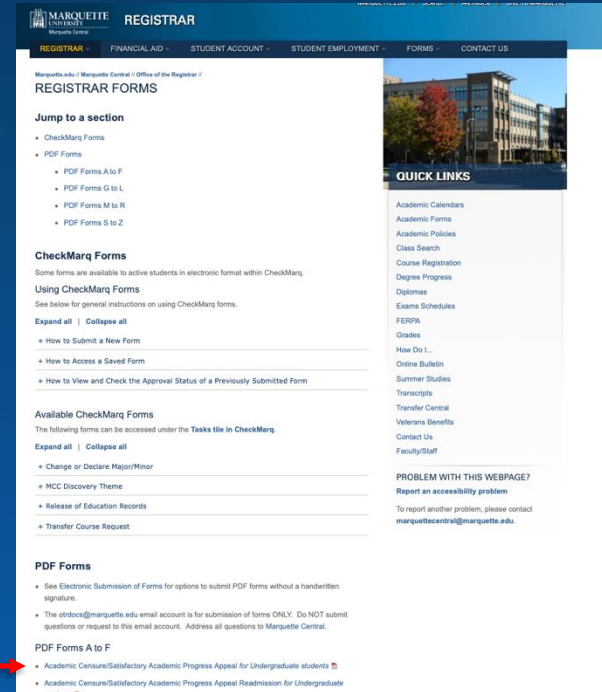
# Click on “Registrar Forms”



The screenshot shows the top navigation bar of the Marquette Central website. It includes the Marquette University logo and the text "MARQUETTE CENTRAL Marquette Central". Below this is a dark blue navigation bar with white text for "REGISTRAR", "FINANCIAL AID", and "STUDENT ACCOUNT". Underneath, the page title reads "Marquette.edu // Marquette Central // FORMS". A list of menu items is displayed:

- Registrar Forms
- Financial Aid Forms
- Student Accounts Forms
- Student Employment Forms

# Open the first form on “PDF Forms A to F”



The screenshot shows the Registrar Forms page. The navigation bar includes "REGISTRAR", "FINANCIAL AID", "STUDENT ACCOUNT", "STUDENT EMPLOYMENT", "FORMS", and "CONTACT US". The page title is "REGISTRAR FORMS". A "Jump to a section" menu lists:

- CheckMarq Forms
- PDF Forms
  - PDF Forms A to F
  - PDF Forms G to L
  - PDF Forms M to R
  - PDF Forms S to Z

The "PDF Forms A to F" section is expanded, showing a list of forms. A red arrow points to the first item:

- Academic Censure/Satisfactory Academic Progress Appeal for Undergraduate students

Other sections on the page include "CheckMarq Forms", "Using CheckMarq Forms", "Available CheckMarq Forms", and "PDF Forms". A "QUICK LINKS" sidebar is visible on the right.

Complete this form online. After completing the form, you will print it out to sign as part of your appeal package, and then either scan and email, using your marquette.edu email account, or mail your appeal to Marquette Central using the email address otrdocs@marquette.edu.

YOU MUST SUBMIT YOUR COMPLETED APPEAL NO LATER THAN:

**FRIDAY, JANUARY 3<sup>rd</sup> at NOON TO ENROLL IN SPRING 2025**

**THERE ARE NO EXCEPTIONS TO THIS DEADLINE!**



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

*Purpose: Used when a current undergraduate student wishes to appeal academic dismissal from a college (CAA) or the university (RWAR) and/or failure to maintain Satisfactory Academic Progress (SAP) for financial aid eligibility.*

#### Student Instructions

- Complete Sections 1-3 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 4 in a separate document.
- Sign the form in Section 5; a digital signature is **not** acceptable.
- Submit the signed appeal form, the document in Section 4 and any supporting documentation by the deadline in the notification you received from your college and/or the Office of Student Financial Aid 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:

- you must appeal an RWAR/SAP/CAA, even if you have already been accepted into a different college.*
- the request will be reviewed by the Academic Censure Committee in the rank order indicated in Section 3.*
- this is a request for reinstatement and is not a guarantee of acceptance, or a guarantee of being admitted into your requested major, if reinstated.*

#### Section 1: Student Information

Name

Last name, First name, Middle name \_\_\_\_\_

MUID \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

@marquette.edu



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# 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 includes filling out your name, MUID, Marquette email address, phone number and your expected term for graduation. Your expected graduation term takes into account the number of credits you have completed. An estimation of your graduation term based on credits remaining will be sufficient.

# Section 2:

Term/Year (e.g., Spring 2013)

## Section 2: Academic Censure and/or SAP Information

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

In which term do you intend to enroll?  Fall  Spring  Summer

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.

College of your major \_\_\_\_\_



# Completing the form: Section 2

1. Part 2 of the form will require you to refer to your academic censure letter. First, check the box indicating you wish to appeal the censure from: **Fall 2024**.
2. Next, check the box next to the term you intend to enroll: **Spring 2025**



# 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. For some programs, this may mean you obtained above a 2.0 cumulative GPA, but did not obtain the necessary grades or grade point average required for your major and/or college and courses and/or program. You may appeal this decision.
- **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).
- Be sure to type in the college of your major (for example, Arts and Sciences if you are Psychology major, or Health Sciences if you are majoring in Athletic Training).



# Section 3:

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## Section 3: College Information

*(for CAA or RWAR/SAP, i.e., not needed for SAP ONLY)*

College from which you were dismissed \_\_\_\_\_

College to which you transferred into next term *(if applicable)* \_\_\_\_\_

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. You may rank **no** more than three colleges. If you select only **one** college and that college denies your appeal, you will be dismissed from the university.

	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 <i>(no internal transfers will be accepted)</i>	_____	_____
<input type="checkbox"/> Education	_____	_____			



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# Completing the form: Section 3

- Even if you have been approved for transfer to another college (e.g., moving from Engineering to Business or Health Sciences to Arts and Sciences), you still must appeal if you received an academic censure letter.
  - Example: If your transfer request has been accepted to the College of Business for the spring term, you should write your appeal to the college of Business and list Business as your number 1 choice of colleges.
- If you want to return to Marquette, regardless of your current major and college, be sure to select other college options you would consider. Failure to select other choices means you will not be considered for return should your appeal to the only indicated college not be accepted.
  - Example: If you are currently enrolled in Engineering, you may appeal to Engineering if you desire (your number one choice), but you may wish to select another two colleges as your back up plan should Engineering not reinstate you (choices 2 and 3).

## Section 3: Continued

- Each college offers a wealth of majors (e.g., Advertising in Communications, International Affairs in Arts and Sciences, etc.), so don't hesitate to select two alternatives to your current college. [List of majors offered at MU.](#)
- The Appeal Committee includes members from each college, so representatives from each college selected will review your second and third choices at the meeting should your first choice college not reinstate you.



# Completing the form: Section 3 (cont.)

- If you wish to change colleges completely, I would still recommend selecting at least one other college alternative.
  - *Keep in mind that if you struggled in math and/or science in your current college/ major (e.g., Engineering), trying to transfer to another college/major that offers only math and/or science based majors (e.g., Business) may not improve your options for reinstatement should Engineering deny your appeal. Be aware that colleges may prohibit you from taking classes in a major in which you have previously struggled (e.g., if you are admitted to Arts and Sciences from Health Sciences, the college may restrict you from certain science courses).*
- Rank each college you select in order of preference (type in the numbers 1, 2 and 3 in the boxes preceding each college).
- Review your information for accuracy and then print out the complete form and sign and date it. (more on this later)



# Section 4: Typed out as a separate document



## Academic Censure/Satisfactory Academic Progress Appeal: Undergraduate

Page 2 of 2

### Section 4: 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.

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Diagnosed medical condition(s) | <input type="checkbox"/> Family circumstances | <input type="checkbox"/> Interpersonal problems | <input type="checkbox"/> Death of a loved one  |
| <input type="checkbox"/> Military Service               | <input type="checkbox"/> Loss of residence    | <input type="checkbox"/> Legal issues           | <input type="checkbox"/> Work-related issue(s) |
| <input type="checkbox"/> Other (please describe) _____  |   |   |  |

b. Provide a brief summary of the extenuating circumstances you indicated in 4a 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 5: Student Statement/Signature

I hereby request reinstatement to the university after my academic censure, if applicable and/or of my financial aid eligibility (SAP). 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 reinstated 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.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### DELIVERY METHODS

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

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

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

**Note if using email:** the appeal form, the document from Section 4 and any supporting documentation can be scanned and sent **ONLY** via your Marquette email account.



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## Section 4: The key part of the appeal process where you tell your personal story

- 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: Indicate the type(s) of extenuating circumstances that prevented you from being academically successful
  - Part b: Provide a brief summary of the extenuating circumstances you indicated in 4a to help the appeal committee understand the impacts on your academic performance.
  - Part c: Describe the measures within your control that have taken or will take to achieve and maintain satisfactory academic progress
  - Part d: your back-up plan: what interests you and how you will be successful in your 2<sup>nd</sup> and/or 3<sup>rd</sup> choices.
- Clearly separate each part of your document by the letters b, c, and d (if applicable). This helps the committee carefully evaluate each part of your appeal.

## Section 4, Part a: What happened?

- In this section you need to indicate what prevented you from being academically successful that lead to your censure.
- Select each extenuating circumstance that applies to your situation. Keep in mind, you will need to address each checkbox in the rest of Section 4.

## Section 4, Part b: What happened?

- In this section you need to be clear and specific about the circumstances you indicated in 4a 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.
- Examples:
  - I did well in math at the beginning of the semester, but I didn't realize that was because the material covered everything I learned in AP CALC . After midterms, all the material was new to me, and the study habits I used in high school didn't work for this class.
  - When I came to Marquette, I did not want anyone to know about my disability and tried to complete classes on my own. As a result, I got farther and farther behind in Chemistry and when I spent all my time trying to catch up in that class, I let go of the classes in which I was doing well.

## Section 4, Part b (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.
- Don't leave out related details (such as- roommate issues and how you tried to deal with them; a disability that you chose not to reveal previously, but now recognize requires accommodations of some type; etc.) and don't worry about limiting yourself because you are embarrassed. You don't know what will help the committee decide.

## Section 4, Part b (cont.)

- 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.
- For example, some students find it less painful to disclose they are working with a Marquette University office or program than to disclose the details related to the reason why they are working with that office or program.
- Please know everything you submit to the appeals committee and all discussion about your case will be treated with complete confidentiality.



## Section 4, Part c: Your strategies for success

- 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 4, Part c (cont.)

- Use Part 4c 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, career services to find a new major of interest, tutoring to assist you understand course material better, 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? Again, more information is better than less for the committee's consideration.

# Some examples of how to describe your plan:

- I have scheduled an appointment with my physician to obtain documentation for my disability and I will work on my depression issues over the summer.
- I have scheduled an appointment with Disability Services for the first week I return to school. I will also work closely with my advisor and/or Academic Resource Center to learn better time management strategies (test taking, college text reading, organizational strategies, etc.)
- I have learned that \_\_\_\_\_ is not the major for me. I would like to transfer to the \_\_\_\_\_ college and explore other majors for a semester or two. To help me with my career exploration, I have made an appointment to meet with a career counselor in the Career Services Center.
- I plan to meet regularly with my professors and advisor as well as seek tutoring for my difficult courses.
- I now accept the fact that the loss of a family member is not something I can just “get over” without help from others. I have scheduled a meeting with the Counseling Center to address my (grief issues, test anxiety, etc.) during next semester.
- It’s clear that working 30 hours a week is too much for me to succeed in college. I have taken out a larger loan and will not work as many hours next semester



## Part d: Why you are interested/how you will be successful in other colleges you selected

- As discussed above, it is important to pick at least one, preferably two, back-up plan colleges.
- Should your first-choice college deny you re-enrollment, the representatives from your back-up colleges will review your appeal for readmission to their college.

# Justifying your 2<sup>nd</sup>/3<sup>rd</sup> choices

- The college representatives from your back-up choices expect you to share some thoughts on why you would choose their college and detailing your interest in either general or specific terms. For example:
  - I've always been interested in the humanities and would like to explore different majors in Arts and Sciences over the next semester. I did well in my History and English classes last semester, and I am sure I will do well in these areas next semester.
  - I noticed Communications offers both Corporate Communication and Public Relations majors-areas I'm interested in studying. Because these are not math intensive majors, I believe I can do much better academically next semester.
- To assist you in describing your choices, take a few minutes to review, the [list of majors](#). This will help you write an informed statement.

# Section 4: Documentation is important!!!

- For sections a, b, c, and d above, provide evidence or documentation, where appropriate, verifying your statements.
  - Medical records or IEP's 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 FOR** medical or mental health issues (depression, anxiety, ADD, etc.): If you describe a medical or mental health issue 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 or has been resolved. For example, new medications or counseling.

# Finalizing Part 4 of your appeal:

- Don't forget the deadline of your appeal:
  - **FRIDAY, JANUARY 3<sup>rd</sup> at NOON TO ENROLL IN SPRING 2025**
- Once you have completed this document, be sure to have a trusted person read through for clarity and editing purposes.
- I will be happy to read your draft and offer feedback before you submit. I am available to answer any additional questions you may have.
- My email address is [benedict.kemp@marquette.edu](mailto:benedict.kemp@marquette.edu) if you choose to send me a draft.
- I will be out of the country without access to email from Dec. 19 through Dec. 26. I will respond to emails as soon as I can when I return.

# Section 5: Signature (must be hand written) and submitting your appeal:

## **Section 5: Student Statement/Signature**

*I hereby request reinstatement to the university after my academic censure, if applicable and/or of my financial aid eligibility (SAP). 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 reinstated 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.*

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **DELIVERY METHODS**

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

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

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

**Note if using email:** the appeal form, the document from Section 4 and any supporting documentation can be scanned and sent **ONLY** via your Marquette email account.

Review your information for accuracy and then print out the complete form and sign and date it. (more on this later)



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## Section 5: Signature (must be hand written) and submitting your appeal:

- As these appeals are also used to reinstate your federal financial aid, we must require you to print, physically sign, and then scan the documents when you use email to submit your appeal.
  - If you don't have a scanner for documents, you may take a picture of the document(s) and include the photo as an attachment when you submit the appeal.
  - If a photograph of a form is submitted, it **must be** in jpeg format. Apple phones (and perhaps some Android phones) have a High Efficiency setting in Camera Capture. If you use your phone to capture a picture of the documents, change the setting to Most Compatible before taking the photo.
  - Ensure you are submitting jpeg file(s)!!



## Deadlines for submission:

**FRIDAY, JANUARY 3<sup>rd</sup> at NOON TO ENROLL IN SPRING 2025**  
**NO EXCEPTIONS!**

- Your completed document and online form must be returned to Marquette Central no later than noon on the date above. The very last part of your online form gives you several methods for returning your appeal, but it must be in by the deadline:
  - Mail: Marquette University, Zilber Hall, 221, P.O. 1881, Milwaukee, WI 53233
  - Email: [otrdocs@marquette.edu](mailto:otrdocs@marquette.edu)\*

**\*Important Note if using email: the appeal form, the document from Section 4 and any supporting documentation must be scanned and sent ONLY via your Marquette email account! If you send the appeal from a MU email address, a typed signature is allowed**

# ARC remains a resource to you!

- In closing, I 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 no later than the end of the day on:
  - **Thursday, January 9<sup>th</sup>**
- Whatever the outcome of your appeal, I am available to talk you through next steps in your academic journey.

Ben Kemp ([benedict.kemp@marquette.edu](mailto:benedict.kemp@marquette.edu))



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