



# Internal Transfer Appeal Academic Dismissal/Satisfactory Academic Progress: Undergraduate

Purpose: Used when a current undergraduate student wishes to appeal his/her academic dismissal (Required to Withdraw for Academic Reasons-RWAR) and/or failure to maintain Satisfactory Academic Progress (SAP), and also seeks to transfer to another college within the university.

## 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 reviewed and returned to you for completion.
- Print the form using the 'Print Form' button.
- Answer the questions in Section 5 on a separate Microsoft Word document.
- Sign the form in Section 6; a digital signature is **not** acceptable.
- Submit the signed appeal form, the Microsoft Word document and any supporting documentation to Marquette Central by the deadline in the letter you received from your current college. **No exceptions will be made.**

### Note:

- transcripts are not accepted if delivered by the student, they must be received via mail directly from the high school or institution's record office.
- the appeal form, the Microsoft Word document and any supporting documentation can be scanned and sent **ONLY** via your Marquette email account.
- the request will be submitted to the colleges in the rank order indicated below. The new college(s) will review the request, make a determination and notify you of its decision.

## Section 1: Student Information

Name \_\_\_\_\_  
Last First Middle

Former Name(s) \_\_\_\_\_

MUID \_\_\_\_\_ DOB DD/MM/YYYY \_\_\_\_\_

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

Email \_\_\_\_\_@marquette.edu

## Section 2: Transcript Information

The Office of the Registrar must have an official transcript on file from the high school listed below and every institution you have attended. A hold will be placed on your record until all are received.

Note: if you have attended more than two institutions other than Marquette, attach additional pages.

Name of the High School from which you graduated \_\_\_\_\_ City and State \_\_\_\_\_

Name of other institutions you have attended \_\_\_\_\_ City and State \_\_\_\_\_

Name of other institutions you have attended \_\_\_\_\_ City and State \_\_\_\_\_

## Section 3: New College Information

Rank in order of preference the college(s) in which you wish to seek enrollment.  
 (If you have been admitted to another college for the next term, rank that college as #1):

	Rank	Major
<input type="checkbox"/> Arts & Sciences	_____	_____
<input type="checkbox"/> Business Administration	_____	_____
<input type="checkbox"/> Communication	_____	_____
<input type="checkbox"/> Education	_____	_____
<input type="checkbox"/> Engineering	_____	_____
<input type="checkbox"/> Health Sciences	_____	_____
<input type="checkbox"/> Professional Studies	_____	_____

In which term do you first intend to enroll in the new college?

Fall  Spring  Summer

Expected Graduation Term \_\_\_\_\_



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## Section 4: RWAR and/or SAP

Check one

I wish to appeal my RWAR/SAP decision for \_\_\_\_\_ in one of the following ways (check one):  
*Term/Year (e.g., Spring 2012)*

I wish to appeal to the new college within the University to which I was already admitted for the next term.  
*(this college should be ranked #1 in Section 3).*

I wish to appeal to a new college within the University, as indicated in Section 3.

I wish to appeal my SAP only decision for \_\_\_\_\_   
*Term/Year (e.g., Spring 2012)*

## Section 5: Answer the following questions on a separate Microsoft Word document and submit with this form

- a. Explain the extenuating circumstances that prevented you from being academically successful during the term indicated above (be specific). Extenuating circumstances may include, but are not limited to: personal injury or illness; family issues/difficulties; interpersonal problems; death of a relative; difficulty balancing responsibilities, etc. In addition, provide any documentation you have to verify your extenuating circumstances.
- b. 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.
- c. Explain the strategies you will utilize that will allow you to be academically successful at Marquette 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 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. In addition, provide any documentation you have that may verify your new commitment to academics.

## Section 6: Student Statement/Signature

*I hereby request reinstatement to the university after my academic dismissal (RWAR), 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 RWAR and/or SAP appeals. I also understand and agree that 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 academically dismissed (RWAR) and/or made ineligible for financial aid (SAP).*

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

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