

Instructions for Special Academic or Administrative Student Requests

- Special Requests:** All special requests begin with this form and should be in writing and signed and dated by the student. [Note: Except in rare and unusual circumstances, requests will not be accepted more than 60 days beyond the end of the semester relative to the request. A lack of knowledge regarding the policies/procedures that affect you and/or a lack of attendance are not a basis for approving any request.] This form can be used for these types of requests:
 - Academic Forgiveness (undergraduates only) – Check here if you wish to have your past academic history forgiven (refer to the Undergraduate Bulletin for requirements and additional information).
 - Course Load Over 18 s.h. (undergraduates only) – Check here if you wish to enroll for more than 18 semester hours but your cumulative g.p.a. is less than 3.0 or you are on probation in the current semester.
 - Grievance – Check here to request consideration for a grievance which resulted from misinterpretation of the Madonna University bulletin and/or departmental policies (see the Registrar’s web pages for grievance information). Students who wish to appeal a grade or removal from their academic program must also follow this procedure. Choose one or both of the following and explain:
 - Academic – such as a request for a grade change. For academic grievances, students must follow a prescribed process, beginning with the faculty, the department chair, and the dean. Include this information, including the dates of follow-up with the individuals listed and the outcomes of each meeting in the justification explanation or as attachments. Once these steps have been followed, this special request can be used to initiate a university appeal hearing.
 - Non-Academic – such as for behavioral sanctions like expulsion, dismissal from the residence hall or a club.
 - Reinstatement (undergraduates only) – Check here to appeal your academic or financial aid termination due to unsatisfactory academic progress. Choose one or both of the following and explain:
 - Academic – to be reinstated as a student.
 - Financial Aid – to request that your financial aid package be reinstated according to Federal guidelines.
 - Withdrawal / Drop – Check here if you need to withdraw from a course after the deadline or if you have already withdrawn and would like consideration of a refund. [Note: A withdrawal and/or any monetary refund may affect your financial aid status or eligibility.] Indicate your refund consideration request:
 - No refund consideration.
 - Refund consideration – if you are asking for monetary consideration, include the amount or percentage of consideration. [Note: The \$50 registration fee cannot be refunded.]
- Instructions:** Complete the request form:
 - Be specific about the dates in your appeal, including the semester of the request at the top!
 - Justification – clearly state why you feel you are entitled to consideration. Include any information specific to your request, including any action(s) you have already taken and any documentation you have attached.
 - Turn in your completed form and any supporting documentation to the Registrar. Requests can be mailed to the Registrar at the address listed on the form, scanned and emailed to registrar@madonna.edu, or faxed to 734-432-5405.
- Documentation:** It is the student’s responsibility to provide supporting documentation. Once submitted, documentation will be reviewed and shredded and cannot be returned to you. If your justification includes any of the following, the appropriate documentation should be included with your request:
 - Medical Reasons – a doctor’s note indicating the dates of treatment.
 - Death of a family member – a copy of a death announcement.
 - Change in work situation (hours, location, etc.) – a confirmation letter from your direct supervisor or company Human Resource representative with your former and new or adjusted hours, location, etc.
 - Instructor support – if you have already spoken to the instructor, include a copy of their support.
- Review:** The appropriate university personnel will review all requests. A decision or status report will be communicated to you within 10 working days of receipt of your request. If you have not received a communication in that time, contact the Registrar (registrar@madonna.edu) for information.
- Appeals:** If you do not agree with the decision, you may be able to appeal it. For more information, contact the Vice President for Student Affairs (vpstudentaffairs@madonna.edu) for more information.