

Office of the Registrar • 36600 Schoolcraft Road • Livonia, MI 48150-1176  
(734)432-5400 • Fax (734)432-5405 • registrar@madonna.edu

<b>Name:</b>	<b>ID#:</b>
<b>Address:</b>	<b>Semester of Request:</b>
<b>Phone:</b>	<b>E-mail:</b>  @my.madonna.edu

**Instructions:** Please **attach** a brief, clearly stated, **justification** of why you feel you are entitled to consideration and your desired outcome. Include any information specific to your request, including any action(s) you have already taken. Attach **documentation** as appropriate. See back for additional information.

### ACADEMIC REQUESTS

<input type="checkbox"/> Academic Forgiveness (UG)	(Undergraduates only – refer to catalog) Returning students may request forgiveness if they have been out of school at least five years or have completed an associate degree since leaving MU. Justification should indicate the circumstances that led to low performance, what have you done since you last attended MU, and what you will do differently.
<input type="checkbox"/> Course Load over 18 semester hours (UG)	(Undergraduates only) Request permission to enroll for more than 18 semester hours.
<input type="checkbox"/> Grievance ◦Step 1: Faculty _____ ◦Step 2: Chairperson _____ ◦Step 3: Dean _____	To request consideration for an academic grievance, such as a grade change, which resulted from misinterpretation of the MU catalog and/or departmental policies (review student handbook for grievance information). Students must follow the grievance process to attempt to resolve the issue – (1) meet with involved faculty, if unable to resolve, (2) meet with the department chair, if unresolved, (3) meet with the Dean. If a resolution is still not reached, proceed with a grievance. Provide all information, including the dates of follow-up with the individuals listed to the left, and the outcomes of each meeting in the justification explanation or as attachments. This special request can then be used to initiate an appeal hearing.
<input type="checkbox"/> Reinstatement (UG)	To appeal your academic termination due to unsatisfactory academic progress. Justification should indicate the circumstances that led to low performance, what have you done since you last attended MU to prepare for reinstatement, and what you will do differently.
<input type="checkbox"/> Withdrawal/Drop with no refund consideration  <input type="checkbox"/> Withdrawal/Drop with refund consideration	Check one: To request a late withdrawal from a course(s) after the deadline, or if you have already withdrawn and would like consideration of a refund. Must include documentation, including the course number(s) to be considered. [Notes: A withdrawal/drop and/or any monetary refund may affect your financial aid status or eligibility. Registration fees cannot be refunded.]

### NON-ACADEMIC REQUESTS

<input type="checkbox"/> Reinstatement of Financial Aid	To appeal the termination of your financial aid package and request that it be reinstated according to federal guidelines.
<input type="checkbox"/> Grievance	To request consideration of a grievance for behavioral sanctions like expulsion, dismissal from the residence hall or club, or to make a complaint.
<input type="checkbox"/> Other	Use for situations not covered above, such as an appeal of a previous decision. Please explain with attached justification and documentation.

<b>Student Signature:</b>	<b>Date:</b>
<b>Office Use:</b>	<b>SR#</b>

### Instructions for Special Academic or Administrative Student Requests

1. **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.]
2. **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. Provide any information specific to your request, including any action(s) you have already taken and any documentation you have attached. It is preferred to include a typed letter explaining the request in detail.
  - 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.
3. **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.
4. **Review:** The appropriate university personnel will review all requests. A decision or status report will be communicated to you by MU email 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.
5. **Appeals:** In some situations, students may wish to appeal a decision. You may request an appeal by filing a second special request of 'Other' within 10 business days from the date of the first decision. Send your appeal to registrar@madonna.edu. Please include a reason for the appeal and if applicable, include additional information that was not provided in your original special request. An appeals committee will review your request within 15 business days and you will be notified of the appeal decision by MU email.