

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

Name:	ID#:
Address:	Semester of Request:
Phone:	E-mail: @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.

<input checked="" 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.
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Student Signature:	Date:
Office Use:	SR#

Please Write your appeal letter below, or attach a separate page. Email this form and the letter to registrar@madonna.edu.

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.