

# UIC JOHN MARSHALL LAW SCHOOL



## J.D. Scholarship Appeal Policy

### 1. Scope:

- a. Applicability:** This policy applies to J.D. scholarships awarded to current students at UIC John Marshall Law School who have not satisfied the conditions needed to retain their scholarship, who are seeking to increase their scholarship award, or are seeking an initial scholarship award. The decision whether to grant a scholarship, scholarship increase, or scholarship appeal in whole or in part rests in the sole discretion of the Law School. Prospective students who have not yet matriculated should discuss scholarship awards with the Assistant Dean for Admissions.
- b. Common Scholarship Application:** This policy does not impact or apply to applications made through the Common Scholarship Application.
- c. Available Funding:** Any award or reinstatement is based on a variety of factors, including the availability of funds.

### 2. Non-Renewed Scholarships:

- a. Student Did Not Meet the Minimum Class-standing Requirement:**
  - i.** If an enrolled student fails to meet the minimum class-standing requirement to retain a scholarship by 2% or less, the scholarship will renew automatically for the next fall or spring semester, whichever occurs first. The student will have this additional probationary term to meet the original class-standing condition to retain the scholarship. Although the student will not need to file a petition, this process is considered an appeal for purposes of Section 5(e).
  - ii.** If an enrolled student did not meet the class-standing requirement to retain a scholarship by more than 2% but less than 10.1%, the student may petition to keep a scholarship through the next fall or spring semester, whichever occurs first. The student must also agree to conditions set by the Law School in a written performance plan. Examples of conditions include meeting with a member of the academic achievement office on a regular basis, taking a certain course to help improve academic performance, or complying with a treatment plan. Additional requirements include the following:
    - 1.** The student must be in good academic and disciplinary standing. In other words, a scholarship will not be reinstated,

in whole or in part, if a student has been suspended or expelled.

2. If the student was academically dismissed, the original scholarship will not be reinstated in whole or in part. Instead, a new scholarship with different terms may be awarded.
  3. The student must not have received a “WF” grade in any course during the preceding semester.
  4. The student must not have more than 4 credit hours of Incomplete grades pending.
- iii. The student will have only one fall or spring semester, plus a summer term if the scholarship is lost after a spring semester, to return to compliance with the original scholarship conditions.
  - iv. If the full scholarship is not restored due to failure to meet a certain class rank, the review committee may award the student a new scholarship at a lower money level that requires the student to remain in good academic standing. Typically, all other original scholarship requirements will remain in effect.
  - v. During the probationary semester, all conditions in the original scholarship agreement will remain in effect, unless changed in a writing signed by the student.

**b. Student Did Not Meet Another Scholarship Condition:**

- i. If the student did not meet another scholarship condition, the student may petition to keep the scholarship. The student has the burden to demonstrate that he or she can meet the condition in the future if the scholarship is renewed.
- ii. The student must remain in both good academic and disciplinary standing. In other words, a scholarship will not be reinstated, in whole or in part, if a student has been suspended or expelled.
- iii. A student whose scholarship is reinstated in whole or in part must also agree to conditions set by the Law School in a written performance plan. Examples of conditions include meeting with a member of the academic achievement office on a regular basis, taking a certain course to help improve academic performance, or complying with a treatment plan.

**3. Scholarship Increases:** After a student matriculates and completes at least one semester of academic work at the Law School, he or she may petition for a scholarship increase, or for a new scholarship if the student entered without one. Below are examples of when the Law School might consider an increase to an existing scholarship, or awarding a new scholarship:

- a. A student without a scholarship, or with a scholarship less than full tuition and who ranks in the top 30% or his or her class. (Students in the top 20%

are automatically considered for new or increased scholarships after their second semester.)

- b. A student with or without an existing scholarship has a significant change in personal circumstances, such as an increase in family size, or loss of a loan co-signer.
- c. The student's own illness, injury, or disability.
- d. The student must discontinue legal studies absent a scholarship.
- e. Extenuating circumstances beyond the student's control.

#### 4. Petition Process:

##### a. Timing:

- i. If appealing a scholarship that was not renewed, the student should file a petition within 30 days of receiving notice of non-renewal.
- ii. Students seeking an initial or increased scholarship may file a petition at any time.

**b. Appeals for Reasons Other than the Student's Own Mental or Physical Illness, Injury, or Disability:** Students seeking an appeal for reasons other than his or her own mental or physical illness, injury, or disability must submit the following to the Assistant Dean for Admissions at [scholarship@jmls.edu](mailto:scholarship@jmls.edu):

- i. A personal statement explaining the circumstances of the request, which should be no longer than 1,500 words; and
- ii. Supporting documentation (e.g., transcripts, third-party statements, police reports, an obituary or death certificate, court documentation, or a letter from an attorney or other professional, detailing the reasons for the student's inability to meet scholarship requirements).

**c. Appeals Based on the Student's Own Mental or Physical Illness, Injury, or Disability:** Students seeking an appeal based upon his or her own mental or physical illness or injury or disability must submit the following to the Accommodations Coordinator in the Student Life Office if they have previously worked with the Accommodations Coordinator, or to the Vice Dean for Academic Affairs in all other instances, who will in turn coordinate with the Assistant Dean for Admissions:

- i. A personal statement explaining the circumstances of the request, which should be no longer than 1,500 words; and
- ii. A letter from an appropriate treatment provider, on that individual's letterhead, that contains the following information:
  - 1. The approximate date of onset of the mental or physical illness or injury or disability giving rise to the circumstances surrounding the request for appeal, and the dates through

which such condition is reasonably expected to continue;

2. The general nature of the mental or physical illness or injury or disability that gave rise to the request for appeal;
3. The date on which the student anticipates being able to resume his or her scholarship.

**d. New or Increased Awards:** Students seeking an initial or increased scholarship should submit the following to the Assistant Dean for Admissions at [scholarship@jmls.edu](mailto:scholarship@jmls.edu):

- i. A personal statement explaining the circumstances of the request, which should be no longer than 1,500 words; and
- ii. Supporting documentation (e.g., transcript, financial documentation; medical or legal documentation, etc.).

#### **5. Reviewing Petitions:**

- a. Petitions will be reviewed by a committee that includes at least two Admissions Office staff members and one member of the faculty Admissions Committee.
- b. The review committee may convene at any time, but typically will review petitions in May, July, and late January/early February.
- c. A scholarship appeal may be denied if a student has not made satisfactory academic progress toward completing the degree.
- d. The review committee's decision will be made in writing; that decision is final and may not be appealed absent a showing of bias or alleged violation of federal law.
- e. Under most circumstances, a student may not be granted more than one appeal while in a single academic program.

*Administrative policy adopted June 23, 2017.*

*Cross-reference: Satisfactory Academic Progress policy.*

#### **Guidance for Students:**

- If you have an existing scholarship, please review the written terms carefully.
- If seeking an increased scholarship or a new scholarship based on academic achievement, it usually is advisable to wait until grades and ranks are released for the semester.

*Administrative policy revised September 27, 2018; effective immediately.*