

**Satisfactory Academic Progress Petition Cover Page**

Please print and complete entire section

Name:		NEIU ID Number:										
Current Street Address:												
City:				State:		Zip code:						
Phone Number:				E-mail:								
Year in School: one	FR		SO		JR		SR		2ndBA/TLP		GR	
Your Declared Major:												

**This cover page should be completed if your financial aid is being withheld for failure to meet one or more of the Minimum Standards of Academic Progress requirements. The requirements are:**

- Successful completion of 67% of credit hours attempted.
- Attainment of a 2.00 cumulative academic grade point average for undergraduate or 3.00 cumulative academic grade point average for graduate coursework.
- Completing degree requirements within the maximum time frame allowed for your degree objective (180 attempted credit hours for undergraduate or 54 attempted credit hours for graduates). This includes transfer coursework.

**Instructions:**

Please attach a typewritten statement to explain the circumstances which resulted in your not being able to maintain satisfactory academic progress. Also note that email appeals are not acceptable.

**Important Information Below for the Submission of Appeals:**

- *Deadlines for appeals: Fall semester – October 15, Spring semester – March 15 and Summer semester – June 15. Any appeals received AFTER the deadline are reviewed and also awarded aid (if approved for reinstatement) for the forthcoming term. Financial Aid Awards cannot be retroactively applied to University billing accounts for the suspended term.*
- *Students in suspension status may enroll in classes. However, if the appeal is denied the student is responsible for any charges incurred by NEIU. The Financial Aid Office will promptly notify the student in writing of the committee's decision.*

**Required Documents for certain Satisfactory Academic Progress Appeals:**

Appeal due to medical reasons:

- Doctor’s note on letterhead stating nature of illness, current health condition, release to resume coursework and the affect on your studies (past and future).
- Copies from hospital or clinic bill detailing dates involved and medical condition.

Appeal due to personal reasons:

- Professional statement of support from person(s) involved in or aware of the situation (e.g., counselor, advisor, priest, social worker or therapist).
- Birth or death certificate or obituary (if appropriate). State nature of relationship accordingly.

Appeal due to academic reasons:

- Professional statement from departmental academic advisor supporting your academic progress, detailing an academic plan of action and/or providing reasoning behind exceeding the maximum hour time frame.
- Degree Audit from an academic advisor outlining graduation date, remaining courses and credit hours required to complete your degree.

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*Student Signature*

\_\_\_\_\_  
*Date*