

# Satisfactory Academic Progress Appeal Guidelines

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If a student is unable to meet the Minimum Standards of Academic Progress due to extenuating circumstances, they may submit an appeal requesting the reinstatement of their financial aid eligibility. Students who wish to appeal being placed on suspension status must complete the following steps:

1. Submit a signed **typewritten appeal** to NEIU Financial Aid explaining why the requirements were not met. Students **MUST** attach typewritten appeals to the petition. The petition is available in downloadable form on the Financial Aid website (<http://www.neiu.edu/financial-aid/>).
2. **Include supporting documentation** verifying the situation (letter from physician, copy of memorial service, police or accident report, etc.) with the appeal petition.
3. In addition, the typewritten appeal should include a **plan of action** that will enable the student to meet the Academic Progress requirements in the future.
4. Students terminated for exceeding the maximum hours requirement should also **include a letter from their department academic advisor** listing the courses still needed to complete their degree AND the anticipated date of graduation. A degree audit from the academic advisor may be submitted in this circumstance.

Appeals will be considered by the Standards of Academic Progress Appeal Committee, which will render a decision in writing. This committee consists of members from various NEIU departments and offices, including Financial Aid. The Committee meets every six to eight weeks during the semester unless an emergency situation occurs. **Any appeals received after the eighth week of the term will not be considered until the following term.** Financial Aid will promptly notify the student in writing of the committee's decision.

*Students in suspension status may enroll in classes. However, if their appeal is denied the student is responsible for any charges incurred at NEIU. Financial aid cannot be retroactively reinstated if an appeal is approved AFTER a semester has ended.*