

## Satisfactory Academic Progress Petition Cover Page

Please print and complete entire section

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

This form should be completed if your financial aid is being withheld for failure to meet minimum financial aid satisfactory academic progress requirements such as:

- Successful completion of 67% of hours attempted.
- Attainment of a 2.00 cumulative grade point average for undergraduate or 3.00 cumulative grade point average for graduate work.
- Not exceeding the maximum time frame allowed for the completion of your degree objective (180 credit hours for undergraduate or 54 credit hours for graduates).

**Please attach a typewritten statement to explain the circumstances, which resulted in your not being able to maintain satisfactory academic progress.** Indicate how these circumstances have changed so that you can comply with the regulations in the future. Document arrangements you have made with academic advisors and/or professors for clearing incompletes or grade changes. **Please note that email appeals are not acceptable.**

### Required Documents for 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 (i.e., 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.
- Copy of Northeastern's evaluation sheet (or degree audit) indicating graduation date, the courses and credit hours required completing your degree.

\_\_\_\_\_  
*Student Signature*

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