

### Satisfactory Academic Progress Petition

Please print and complete entire section

Name:		Social Security Number:											
Current Street Address:													
City:			State:				Zip code:						
Phone Number:								E-mail:					
Year in School: <input type="checkbox"/> one		FR	<input type="checkbox"/>	SO	<input type="checkbox"/>	JR	<input type="checkbox"/>	SR	<input type="checkbox"/>	2ndBA/CAP	<input type="checkbox"/>	GR	<input type="checkbox"/>
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).

**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 any arrangements you have made with professors for clearing incompletes or change of grade(s).

#### Required Documents for Satisfactory Academic Progress Appeals

Appeal due to medical reasons:

- Doctor's note on letterhead stating nature of illness, current health condition 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 and 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