NEIU | NORTHEASTERN ILLINOIS UNIVERSITY

Academic Standards Committee

Instructions for Petitioning

Any undergraduate, second bachelor's degree, undergraduate student-at-large or graduate student-at-large who has been "Academically Dismissed" from Northeastern Illinois University may appeal to the **Academic Standards Committee** for reinstatement after one term.

Graduate students in a master's degree, certificate, endorsement or licensure program must contact the College of Graduate Studies and Research at 773-442-6012 / graduatestudies@neiu.edu .

This petition process requires: **1)** a petition letter, and **2)** a completed admission application.

Petition **deadlines** are as follows:

July 15	for the Fall term
November 15	for the Spring term
March 15	for the Summer term

Your **petition letter** should include the following information and it should be typewritten, logically organized and edited for errors:

- Name
- NEIU Student ID
- Current Address and Telephone Number(s)
- State the circumstances that contributed to your being academically dismissed.
- State what you have been doing since you left Northeastern. List any activities, community college course work, completion of incompletes, etc., which indicate that you have been making a serious effort to improve your record.
- State why you are ready to be readmitted to Northeastern. Include plans such as a change in working hours, a job change, etc., which may allow you to be more successful in your future studies.

Submit your **complete petition and any official transcripts** for course work taken at another regionally accredited college to r-morgan@neiu.edu or via mail:

Academic Standards Committee
c/o Robin Morgan, Associate Registrar
Enrollment Services, D-111
Northeastern Illinois University
5500 N. St. Louis Ave.
Chicago, Illinois 60625-4699

Please note:

- Up to sixty four (64) hours of college credit may be transferred from a regionally accredited two-year institution. Once a student has completed 64 hours of college credit at a two-year institution no further credit hours from a two-year institution will apply to the minimum 120 hours needed for graduation.
- For further information, please contact Robin Morgan, in Enrollment Services at (773) 442-4039 / r-morgan@neiu.edu, or Evdoxia Irantos in Academic Advising at (773) 442-4906 / e-irantos@neiu.edu

Petitions for the reinstatement of Financial Aid must be submitted separately to the Office of Financial Aid. For further information, call (773) 442-5000 / financial-aid@neiu.edu