



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.

This petition process requires: **1)** a petition letter, **2)** a completed admission application, and **3)** a \$30.00 non-refundable application fee (please **DO NOT** send cash).

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 transcripts for course work taken at another regionally accredited college directly to:

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

Alternatively, you may also email your petition, transcripts and any supporting documents to r-morgan@neiu.edu

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, please call (773) 442-5016.**