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UNIVERSITY

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Satisfactory Academic Progress Appeal Instructions

National Louis University understands that students may have unexpected life circumstances that interfere with their academic progression in their degree program. If you have experienced an extenuating circumstance that has been an impediment to you successfully completing your courses and resulted in a financial aid suspension, you have the right to appeal to receive financial aid for a probationary period. Federal regulations only permit a student to receive one appeal so we encourage you to carefully decide if your circumstances will now allow you to be academically successful. If so, you may want to move forward with the appeal process. Your appeal will be kept confidential and documentation provided will be used for this purpose only.

Please follow the steps below to complete your appeal:

Step 1: Write your appeal letter

Your appeal letter should explain the extenuating circumstances that lead to your financial aid suspension. These may include an injury or illness or the death of a relative. The letter should also include details on what has changed in your life to now allow you to be academically successful and what steps you will take to ensure you can meet academic progress standards moving forward. Please be sure to include any supporting documentation such as doctor's notes, divorce decree, obituary, etc.

Step 2: Completing "I" Grades

Students who have incomplete grades on their academic record need to submit correspondence verifying they are working on completing that course. You may have the instructor send an email verifying that s/he is working with you on completing the course. Please ask the professor to include your name, NLU ID number as well as the course number in the email. It can be sent to SAP@nl.edu.

Step 3: Create an Academic Plan

You will need to meet with your academic advisor to create a plan that will denote the courses you are planning on taking, what grades you will need to earn in those classes and the total number of enrolled credit hours. The plan must be designed to help you return to meeting SAP requirements. For undergraduate students this is a 2.00 minimum GPA and a 67% pace (courses completed versus attempted). Graduate students must maintain a 3.00 minimum GPA and a 67% pace. SAP is evaluated based on your degree program. For undergraduate students, this is the Bachelor's degree. For graduate students, this is the student's current graduate degree program.

You will need to schedule an appointment with your academic advisor to create the plan. To schedule an appointment, contact the Academic Advising Center by phone at 888.NLU.Today (658.8632), Option 2, or via email at advising@nl.edu. Their website address is <http://www.nl.edu/student-services/academic-advising/>. If emailing please include your name, NLU ID number and your degree program.

Step 4: Submitting your appeal

Your academic advisor will submit your appeal letter and plan. Please make sure to provide your advisor with a signed copy of your appeal letter and any supporting documentation that you would like to provide. The appeal letter and signed academic plan will be sent directly to the Registrar's Office at SAP@nl.edu or faxed to 312.261.3190 attention SAP Appeal.

Appeal Submission Deadlines:

All appeal documents must be received no later than two weeks before your last day of class for the term. Financial aid **cannot** be processed after your last day of class. Additional information may be requested, upon receipt of the appeal. The merit of the appeal will be determined and you will be notified in writing of the final decision via NLU student email. If the appeal is approved, you will be permitted to receive financial aid for the term designated on the approval notice. You will be able to continue to receive aid as long as you are meeting the conditions of the academic plan. If you do not meet the conditions of the plan, you will be on SAP suspension and cannot appeal again. You will not be eligible to receive financial aid again until you meet the minimum SAP standards.

Dropping Courses:

Students on financial aid suspension are not automatically dropped from courses. If you are currently registered for courses and do not want to attend, you may drop the courses by sending an email from your NLU student email account to advising@nl.edu. Click on the following link for information on the University withdrawal policy and the impact of withdrawing after the term has started:
<http://www.nl.edu/financialaid/studentaccounts/withdrawalrefundpolicy/>.