



SATISFACTORY ACADEMIC PROGRESS APPEAL PROCESS

If you do not meet financial aid Satisfactory Academic Progress (SAP) standards as shown below, you are not eligible for financial aid and must submit a SAP Appeal to request financial aid consideration. Federal regulations require the Financial Aid Office to apply standards to ensure that you are successfully progressing through your program of study in a reasonable amount of time.

<u>Credit Hour:</u>	<p style="text-align: center;"><i>Measured at the end of the academic year after Spring Semester grades are issued.</i></p> <ul style="list-style-type: none"> Undergraduate students: Must complete at least 70% of their attempted credit hours over the entire program. TEEL students: Must complete at least 70% of their attempted credit hours over the entire program. Graduate students: Must complete at least 75% of their attempted credit hours over the entire program.
<u>GPA:</u>	<p style="text-align: center;"><i>Measured at the end of every semester.</i></p> <ul style="list-style-type: none"> Undergraduate students: Must maintain a 2.00 when attempted hours are > 61 credit hours. TEEL students: Must maintain accumulative 2.00 GPA at all times. Graduate students: Must maintain accumulative 3.00 GPA at all times.
<u>Maximum Time Frame:</u>	<p style="text-align: center;"><i>Measured at the end of every semester.</i></p> <ul style="list-style-type: none"> Undergraduate students have until they have attempted more than 182 credit hours. TEEL students have until they have attempted more credit hours than needed in their program. Graduate students have until they have attempted more credit hours than needed in their program.

SAP Appeal Steps:

- A. Review the letter sent to you which indicated which measurement you did not meet. Complete the **STANDARDS OF ACADEMIC PROGRESS STUDENT APPEAL FORM** section based on the measurement you failed, either:
 - Section 1.** Credit Hour or GPA Requirement or **Section 2.** Maximum Time Frame
- B. Submit a signed type-written explanation; see the appeal form for guidance.
- C. Attach requested documentation to support your type written statement
- D. Make an appointment to meet with your academic advisor. They will review your situation, and discuss your academic progress and sign the appeal form.
- E. If you are unable to reach your advisor you may contact the appropriate office below to set up an appointment:
 - On-ground Bachelor's degree students Anna Zaks: 216.373.5383 or e-mail azaks@ndc.edu .
 - Graduate students Nancy Baird, Graduate Programs: 216.373.5409 or e-mail nbaird@ndc.edu
 - TEEL Students Finn Center: 216.373.5173
 - Online Bachelor's degree students Finn Center: 216.373.5173
- F. You have 30 days from the date of this letter/e-mail to submit your appeal.

The submitted SAP Appeal Form will be reviewed by the appeals committee. A decision will be made within 15 days of receipt of the appeal. A decision letter will be mailed and/or e-mailed to you. If your appeal is granted, you will be required to sign the letter indicating your agreement to follow the Financial Aid Academic Plan. **The signed letter must be returned to our office before any financial aid will be awarded or disbursed to your account.**



STANDARDS OF ACADEMIC PROGRESS STUDENT APPEAL FORM

LAST NAME	FIRST NAME	STUDENT ID NUMBER
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Use this form to facilitate your appeal of any Standards of Academic Progress measurement that you have failed to meet. Complete either Section 1 or Section 2 that pertains to the measurement you failed. After your appeal is reviewed, a response will be provided to you in writing within 10 days. You are required to return this appeal and all documentation within 15 days of the date on your letter. Your response must be typewritten, no hand written appeals will be accepted. An advisor signature is required.

Section 1. Credit Hour or GPA Requirement: Documentation Required

Please explain in a type-written document:

- (a) Why you were not able to complete your course work.
- (b) Documentation should not only indicate the mitigating circumstance that caused you to have academic problems during the semester, but also must clearly indicate that the circumstances that caused the problems have been rectified so that you will be able to be successful in future semesters.
- (c) Indicate what plans you have that will prevent this from happening again.
- (d) If this pertains to your GPA being below the requirement, you must indicate what your plans are to raise your GPA to the level required for your program. What courses will you be taking and what grades must you earn in order to raise your GPA by the end of your next term of enrollment?

Section 2. Maximum Time Frame Complete both A. and B.

A. Please complete the information below with your advisor:

	Total number of credit hours student needs for graduation or completion of their licensure in their first major (including general requirements, electives and courses within the student's major).
	Number of transfer credits indicated on student's transcripts that DO NOT APPLY towards their first major (including general requirements, electives, and courses within their first major).
	Last semester student will need to attend NDC.
	Graduation date (ex: Spring 2014 or Fall 2015)

B. Academic Plan: Please indicate the semesters remaining and the number of hours you will be attending in each semester. This needs to be accurate. If you need more space attach another sheet.

Semester	Number of Credit Hours	Semester	Number of Credit Hours
<i>Ex: Fall 2013</i>	<i>16</i>		

Required Signatures:

STUDENT SIGNATURE	DATE	ADVISOR SIGNATURE	DATE
		ADVISOR PLEASE PRINT NAME	