Notre Dame College

Standards of Satisfactory Academic Progress*

For Financial Aid Applicants

Federal regulations (HEA Sec. 484(a), 34 CFR 668.16(e), 668.32(f), 668.34) require that Notre Dame College review the academic progress of all students who apply for and or receive federal financial assistance. This regulation applies to each financial aid applicant, whether a previous recipient or not. A student’s entire academic record is included in the measurement. The measurement consists of three areas: Credit Hour, Grade Point Average, and Maximum Time Frame for eligibility.

A. Credit Hour Requirement

1. First year undergraduate students (0-31 hours attempted) must complete successfully a minimum of 60% of the number of credit hours attempted in each award year (or part thereof). An award year includes any terms beginning with Summer/WECO 4 through the spring semester/WECO 3. All other undergraduate students must complete successfully a minimum of 75% of the total number of attempted credits each academic year (or part thereof) at Notre Dame College. Students attending only one semester or WECO term will be evaluated on that term’s work. Students who leave the college for an awarding year (or years) will be evaluated on their performance during the most recent year of attendance at Notre Dame College.

2. Graduate students must complete successfully a minimum of 75% of the total number of hours attempted each academic year (or part thereof) at Notre Dame College.

3. Successfully completing a course requires a grade of A, A+, B, B+, C, C+, D, D+ or P. All other grades including N, W, F, and I are considered unsatisfactory and are unacceptable.

B. Grade Point Average (GPA Requirement)

1. All students who have attempted 62 credit hours must maintain an accumulative grade point average of 2.0. Students will be measured at the end of each term of enrollment.

2. Graduate and TEEL® Students must maintain a 3.0 GPA at all times.

C. Maximum Time Frame for Eligibility

1. Undergraduate Students

   Undergraduate students may continue to be considered eligible for assistance as long as they have not attempted (or registered for) more than 160 credit hours and/or have not completed (earned) more than 140 undergraduate credit hours. Transfer hours will be counted in the number of attempted/earned hours. Additionally, remedial and/or repeated course work will also be included in the maximum permissible number of hours attempted and earned.

2. Graduate Students

   Graduate students may continue to be considered eligible for assistance as long as they have not attempted (or registered for) more than 60 graduate credit hours and/or have not completed (earned) more than 48 graduate credit hours. Transfer hours will be counted in the number of attempted/earned hours. Additionally, remedial and/or repeated course work will also be included in the maximum permissible number of hours attempted and earned.

D. Transfer Students

1. Transfer students will not be measured against the Credit Hour Requirement or GPA Requirement until the end of the academic year in which they start.
2. Transfer students will be measured against Maximum Time Frame for eligibility based on hours transferred (see appeal process).

E. Monitoring

Satisfactory Academic Progress will be measured at the end of each academic year in most cases. However, in some instances, an evaluation will be conducted after each semester. Example: Students with 62 attempted hours will need a 2.0 GPA at the end of each term of enrollment.

Evaluation will be done in a timely manner, however the next term may be in progress at the time we are able to notify students of their ineligibility. Should the student be concerned that they may not have met the requirements, they may contact the Office of Student Financial Assistance during normal business hours.

Students will be notified via e-mail and U.S. mail if they have failed the measurement. Students may appeal the decision.

F. APPEALS

1. Students may appeal their denial of assistance by completing the Appeal Form. The student and their advisor must sign the form. An appeal form will be mailed/e-mailed to a student not meeting the requirement or may be obtained from the Office of Student Financial Assistance.

2. Financial aid appeals must be based on undue hardship caused by the death of a relative, personal injury, illness, or other special circumstance supported with appropriate documentation. A plan as to how the student will improve their performance must be included in the appeal. An academic advisor must sign all appeals.

3. Appeals must be presented to the Office of Student Financial Assistance within 10 working days after the receipt of the denial letter. The appeal will be reviewed within 10 working days and written notification will be sent in writing.

* Please note: This policy is referred to in the Notre Dame College Catalogue, and on the back of the financial aid award letter.