SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID

Federal regulations require that Notre Dame College establish and implement a policy to measure whether students applying for and/or receiving federal financial aid are making satisfactory academic progress (SAP) towards a degree. This regulation applies to all students applying for federal aid, whether or not federal financial aid has been previously received.

There are three measurements that are used to determine eligibility: (1) Grade Point Average, (2) Credit Hour Requirement, and (3) Maximum Time Frame. Failure to meet one or more of these requirements may result in loss of all federal financial aid.

Monitoring of Academic Progress

Students' progress will be reviewed after grades are finalized for each semester and a determination of eligibility to receive federal financial aid for subsequent enrollment periods will be made. Although Notre Dame College will send notification to the student, the student is fully responsible for monitoring their own academic progress as it relates to federal financial aid eligibility. The student should review their grade report each semester and compare it to the standards set forth in this SAP policy to determine if they are meeting (or failing to meet) the established criteria.

Evaluations will be done in a timely manner; however the next semester may be in progress at the time the Financial Aid office is able to notify students of their ineligibility. Students who are concerned that they may not have met the requirements may contact the Financial Aid office during normal business hours.

Students will be notified via their Notre Dame e-mail account if they have failed one or more measurements. Students may complete an appeal process by following the directions located on the Notre Dame College website.

There are three (3) parts to the measurement:

1. ### Cumulative Grade Point Average Requirement: Reviewed Each Semester

    Your cumulative grade point average (GPA) must be equal to, or higher than, the standard established by Notre Dame College. The specific requirements are as follows:

Undergraduate students	2.00 GPA	60 + hours attempted
TEEL and RN to BSN students	2.00 GPA	Throughout entire program; reviewed each semester
Graduate students	3.00 GPA	Throughout entire program; reviewed each semester

2. ### Credit hour Requirement: Reviewed Each Semester

    Undergraduates and TEEL Students: Students must successfully complete a minimum of 70% of the total number of hours for which they have attempted after the drop/add period (first week of the semester or sub-session). First-time freshmen with less than 32 credit hours attempted need only complete 60% of their attempted credit hours. All courses for which the student is registered after the drop/add period of the semester are counted as an attempted course whether the student withdraws from, receives a failing grade for, or otherwise fails to complete the course. An accumulative (all attempted coursework) completion rate of 70% must also be maintained. To determine the number of credit hours required to successfully complete during the academic year or cumulatively to remain in compliance, multiply the number of hours for which the student is enrolled at the end of the drop/add period of the semester by 0.70 (70%) rounded down to the nearest whole credit hour. For example:

First-time freshmen with less than 32 attempted credit hours:

Total Registered (Attempted) Hours	Hours Required (Earned)	Completion %	Calculation
15	9	60%	.60 x 15 = 9.0
30	18	60%	.60 x 30 = 18.0

TEEL students and Undergraduate students with 32+ attempted credit hours:

Total Registered (Attempted) Hours	Hours Required (Earned)	Completion %	Calculation
32	22	70%	.70 x 32 = 22.4
60	42	70%	.70 x 60 = 42.0
90	63	70%	.70 x 90 = 63.0
120	84	70%	.70 x 120 = 84.0

Graduate/Professional Students: Students must successfully complete a minimum of 75% of the total number of hours for which they are enrolled after the first week of the semester and cumulatively.

Successful completion of a course for all students, for purposes of SAP calculations, are grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, P (Pass Credit or Developmental Courses). All other grades, including F, W (Withdrawal), I (Incomplete), R, (Repeated), and NC or CR (No credit or Pass no credit) will not be counted as a successful completion.

Incomplete (I) grades are counted as unsuccessful attempts. Only an incomplete that has been changed to an A, A-, B+, B, B-, C+, C, C-, D+, D, D- or P can be added to the number of hours completed for the semester of the original registration. It is the students' responsibility to notify the Office of Financial Aid once an incomplete grade has been changed to a valid grade.

3. **Maximum Time Frame for Eligibility: Reviewed Each Semester**

    Undergraduates: Students are required to complete their degree requirements within a specific time frame. This time frame is a period no longer the 150% of the published length of the program. At Notre Dame College that would mean 180 attempted credit hours. The maximum time frame allowance for completion of the program is intended to be long enough to allow for changes in major, loss of credit due to transfer, withdrawn coursework, minor, double majors, etc. Therefore, no extensions of the maximum time frame will be granted for those reasons.

    Graduates and TEEL: Students have until they have attempted the number of credit hours required in their program. Additional courses unrelated to the student's major or licensure requirements will not be funded. A request for a list of remaining courses maybe requested when the student appears to be within a year of completion of the number of required courses as stated in the catalogue.

    Transfer students: Transfer students are awarded aid first semester without regard to probation status at the prior post-secondary institution. Academic progress will be reviewed to determine the status of each student in relationship to her/his program's maximum time frame. Once transfer credits are posted, they will be considered in next SAP review. Transfer hours will be included in the cumulative number of hours earned and attempted.

SAP Appeal Process

Students who lose eligibility for federal financial aid may appeal the decision by following the procedures outlined below. Those wishing to utilize this process must indicate mitigating circumstances that occurred during the course of the semester in question that could not have been anticipated prior to that period, and that adversely affected their ability to successfully complete their required coursework. (Events such as the death of an immediate family member, extended illness suffered by the student, or other unforeseeable events that may have caused significant hardship for the student may be considered as examples of mitigating circumstances.)

Steps to Appeal:

1. Complete and submit an NDC SAP Appeal Form. The form is available on My.NDC and the College website. The appeal requires a signature from an advisor or the person indicated on the form. (The appeal may be faxed, e-mailed, mailed, or submitted in person at the Student Services Office.)

2. The appeal must contain an explanation as to why you were not able to complete your course work, why your grades fell below the SAP requirement, or why you have not been able to complete your degree requirements in an acceptable timeframe. Please indicate what plans you have to change your academic performance in the future. 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 successful in future semesters.

3. In most cases, the SAP Appeals Committee will render a decision within two weeks of receipt of a fully completed appeal. All decisions of the SAP Appeals Committee are final. Notification of the decision will be sent via your Notre Dame e-mail account.

4. If the SAP appeal is approved, you will receive an Academic Plan Form, which must be signed and returned to the Office of Financial Aid before federal financial aid may be awarded (or reinstated) for the next semester. You must meet the conditions of the Academic Plan (or SAP standards) in order to continue to receive financial aid in subsequent semesters.

   If the SAP appeal is denied, financial aid will be cancelled. If you have been denied aid please review the section below (Regaining Financial Aid Edibility).

5. Deadline for appeal: Students should complete all SAP appeals (including submission of the signed Academic Plan form) prior to the start of the next enrolled semester to keep their student account in good standing. Appeals that occur after the end of next enrolled semester are not retroactive. For example, if you fail a SAP measurement at the end of the spring semester, your appeal (and submission of the signed Academic Plan form) should be completed prior to, or by the start of, the next enrolled semester (either summer or fall), but no later than the end of the next enrolled semester in order to receive federal aid for that semester.

Regaining Federal Financial Aid Eligibility

Students denied federal financial aid after completing the appeal process or who fail to meet their Academic Plan can regain full eligibility for federal financial aid by:

1. Successfully completing coursework that will raise their cumulative GPA to meet or exceed the minimum required for their total attempted hours.
2. Raising their overall cumulative completion rate for all coursework attempted to the 70% or 75% level as required by their program.
3. Students who have reached their maximum time frame are not able to regain eligibility

Students who are ineligible to receive federal financial aid may use one or more of the following payment options while attempting to regain eligibility: (1) NDC institutional aid, (2) student's own resources, (3) Notre Dame College Payment Plan, and/or (4) alternative/private educational loan.

Students who have taken the necessary measures to regain eligibility for federal financial aid must contact the Office of Financial Aid immediately upon doing so and apply for Reinstatement of Eligibility. Students' academic performance will then be reviewed, and if all required SAP criteria is met, full financial aid eligibility will be reinstated, effective the following semester.

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