



Satisfactory Academic Progress (SAP) Appeal Form

Name _____

NDC ID _____

1. Submit a signed, typed statement (see instructions below) within 30 days of notification that you have failed a SAP measurement.
2. Make an appointment to meet with your academic advisor to review your situation and discuss your academic progress. If you are unable to reach your advisor, e-mail:
 - On-campus students: advising@ndc.edu
 - TEEL and online students: ssabo@ndc.edu (Steven Sabo)
 - Graduate students: M.Ed: swest@ndc.edu (Dr. West)
MSN: csweeney@ndc.edu (Dr. Sweeney)
NSIS: gmoore@ndc.edu (Dr. Moore)
3. Provide all required signatures. (Student and advisor/staff signature required—see reverse side.)
4. Your completed appeal may be faxed, e-mailed, mailed, or submitted in person at the Student Services Office.
5. 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 NDC e-mail account.
6. 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.
7. **Deadline for appeal:** Complete your SAP appeal (including submission of the signed Academic Plan form) prior to the start of the next enrolled semester to keep your 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.

A. If you have failed the GPA requirement:

- Your appeal must contain an explanation as to why your grades fell below the SAP requirement. Be specific.
- Please indicate what plans you have to change your academic performance in the future. For example, you may plan to attend a study skills or time management workshop, engage a tutor, decrease your credit hours, etc.
- What courses will you be taking next semester and what grades must you earn in order to raise your GPA by the end of the next term? (Use the grade projection tool on [My.NDC.](#))

B. If you have failed the Credit Hour requirement:

- Your appeal must contain an explanation as to why you were unable to earn all of the credit hours that you attempted. Did you fail courses or withdraw from courses? Why? Be specific.
- Please indicate what plans you have to change your academic performance in the future. For example, you may plan to attend a study skills or time management workshop, engage a tutor, decrease your credit hours, etc.
- How many credit hours do you intend to enroll for the next term? What is your plan to earn all attempted credit hours?

C. If you have failed the Maximum Time Frame requirement:

- Your appeal must contain an explanation as to why you have not been able to complete your program within the specified timeframe. Be specific.
- Meet with your advisor to determine the following:

Total number of credit hours required for graduation or completion of licensure.	
Number of transfer credits indicated on your transcript that <u>do not apply</u> towards your major.	
Your last anticipated semester at NDC.	
Expected graduation semester/year. (ex., Spring 2019 or Fall 2019)	

- Your academic plan: Indicate your remaining semesters to complete your degree or licensure and the number of credit hours you will complete each semester. If your SAP appeal is approved, you will only receive financial aid for the semesters indicated here.

Semester (ex., Fall 2018)	Number of credit hours

Required Signatures:

Student signature

Date

Advisor/staff signature

Date

Advisor/staff name (please print)

Return all appeal documentation to: Office of Financial Aid
4545 College Rd.
South Euclid, OH 44121

E-mail: finaid@ndc.edu
Fax: 216.803.6673