



## Standards of Academic Progress Appeal Form

Please submit this form, along with required supporting documentation, to appeal the suspension of your financial aid eligibility resulting from your failure to meet Notre Dame of Maryland University's standard for Satisfactory Academic Progress (SAP). A copy of the Satisfactory Academic Progress Policy can be found at <http://ndm.edu/admissions-aid/financial-aid/how-keep-it/policies/satisfactory-academic-progress>.

### A valid appeal must contain:

1. **This Appeal Form- Signature and date required**
2. **A one page typed and signed appeal statement**
  - a. This document should list the circumstance that contributed to your academic problems, list the changes in your circumstance that will permit you to focus on your future academic performance, and list the steps that you will take to improve your academic performance.
3. **All required documentation that supports the extenuating circumstance that have affected your academic progress**
  - a. Your supporting documentation should directly relate to your unsuccessful semester(s) and support the information provided in your statement.
  - b. Acceptable documentation may include a Death Certificate, Divorce Decree, Police Report, Medical Documentation, etc.

You will be notified in writing via email once an appeal decision has been reached. An appeal decision may impose limitation upon your financial aid eligibility and/or future minimum academic standards.

### **All decisions of the Appeal Committee are final and cannot be appealed.**

The inclusion of documentation as outlined above does not guarantee that an appeal will be granted. Each case must be considered on an individual basis. In general, two separate appeals cannot be granted based on the same circumstance. Once all necessary items are received, appeals are considered and a decision will be issued as quickly as possible; generally within 2-3 weeks. Please note that appeals can take longer during peak processing times.

**Submission of an appeal will not prevent your student registration, however, you will be held liable for any charges you incur for that course registration. Please contact the Office of Financial Aid with any questions regarding your account balance.**

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(must be signed by hand, not typed)

Student ID: \_\_\_\_\_