



NOTRE DAME  
OF MARYLAND  
UNIVERSITY

**2020-2021 Satisfactory Academic Progress Appeal Form**

Students receiving federal financial aid are required to maintain satisfactory academic progress, or *SAP*. The Notre Dame of Maryland University (NDMU) Financial Aid Office reviews your progress either at the conclusion of the academic year, usually after spring semester, or at the point of return to campus if you are a returning after a withdraw. The review includes an examination of qualitative and quantitative indicators of academic progress as outlined below.

- **Qualitative:** At the end of each spring semester you must have attained the minimum cumulative GPA noted in the NDMU Catalogue for academic good standing in your academic program.
- **Quantitative:** At the end of each spring semester your transcript must display that you earned a minimum of 67% of all credits attempted, including credits transferred into NDMU. For example, if you've attempted 30.0 credits during your time at NDMU, your transcript must now display a minimum of 20.0 earned credits.

If you do not meet either the qualitative, or quantitative minimums, you are not making *SAP* and will not qualify for federal or institutional financial aid without appealing based on special circumstances. The steps outlined below will guide you through the process of appealing federal academic progress.

**FALL 2020 Deadline – July 30, 2020**  
**Spring 2021 Deadline – December 30, 2020**

**Step 1: Provide Your Information (please print)**

Name: \_\_\_\_\_

NDMU ID: \_\_\_\_\_

Student Email: \_\_\_\_\_

Student Cell # (required): \_\_\_\_\_



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**Step 2: Explain Your Circumstances with Appropriate Documentation**

1. In a typewritten appeal letter describe the special circumstances surrounding your lack of academic progress. Please be sure to approach the following within your appeal:
  - a. Describe the specific circumstances that prevented you from making academic progress.
    - i. Outline circumstances that you could not plan for, influence, or prevent.
    - ii. Use these circumstances to explain failing grades, withdrawals, or incomplete course work.
  - b. Describe the steps you plan to take to ensure your future satisfactory academic progress.
2. Submit copies of supporting documentation. Some examples include:
  - a. A letter from physician or counselor indicating the dates you were under care.
  - b. Copies of accident reports or police reports.
  - c. Letters from attorneys, or court records that support your circumstance.

**Step 3: Create an Academic Plan:**

During Summer 2020, or soon after your arrival for Fall, you will be contacted by your programs academic advisor. Your individual academic plan will chart a path for you over the next academic year to reach the minimum requirements of federal satisfactory academic progress, and ultimately, your graduation from NDMU. Please note that adherence to your academic plan is not optional, and your progress with your plan will be tested at the conclusion of the Fall 2020 semester and again after Spring 2021.

**Step 4: Submit Your Appeal**

Attach to this form your signed and dated appeal letter and all necessary documentation. Return to:

**Notre Dame of Maryland University, The Office of Financial Aid  
4701 North Charles Street,  
Baltimore, Maryland 21210**

**Note:** During periods of remote learning due to the covid-19 pandemic, scan and forward your completed appeal to: **Chanlon1@ndm.edu**



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### Satisfactory Academic Progress Frequently Asked Questions

#### **What is federal Satisfactory Academic Progress (SAP)?**

Federal regulations require that all federal aid recipients demonstrate acceptable progress towards graduation. The purpose of SAP testing is to measure progress against established federal requirements. Students are required to display academic progress both qualitatively and quantitatively. The quantitative test measures a student's progress by comparing the cumulative number of credits earned against credits attempted. An academic transcript must display that the student earned 67% of all units attempted. Students who fail to meet the SAP requirements are not eligible for financial aid; however, a student can appeal progress standards based on special circumstances beyond their control.

#### **How often is Satisfactory Academic Progress reviewed?**

The financial aid office reviews SAP on an annual basis at the conclusion of each spring semester. Students who meet the SAP requirements will not be evaluated again for a year. In addition to the qualitative and quantitative tests, students who are no-SAP and on financial aid probation from the previous year are evaluated to determine if they followed their prescribed and required academic plan. Students on financial aid probation must pass the qualitative test, the quantitative test, and must meet in-full all requirements of their individual academic plan.

#### **What financial aid programs are affected?**

Students not making federal SAP at the end of an academic year are not eligible for federal financial aid programs. Additionally, NDMU awards institutional financial aid aligned with federal guidelines. State grants and privately sourced aid programs can be impacted by federal SAP testing, and outside organizations often employ other tests to gauge a student's progress towards a degree.

#### **How often are appeals reviewed?**

Academic progress appeals are reviewed monthly from late-June to the deadline date of July 30<sup>th</sup> for a fall start and December 30<sup>th</sup> for a spring start to the semester.



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### **What does the financial aid office consider when reviewing an appeal?**

NDMU recommends that you submit as much documentation as possible to support your written appeal. In order to approve an appeal of federal academic progress standards, the appeal must be based on circumstances beyond your control. Appeals based solely on a willingness to perform at a higher level in the future cannot be approved.

### **What happens if my appeal is approved?**

NDMU will notify you of the approval via your NDMU email. Please note that if you do not meet all probationary requirements by the next review, you will no longer qualify for financial aid. In the case of a second federal progress issue please be aware that while your ability to appeal remains in place, approvals are exceptionally rare and considered only in the most severe of circumstances.

### **What happens if my appeal is denied?**

If your academic progress appeal is denied, the decision is final and cannot be appealed. During this period if you successfully complete a semester either at another college, or at NDMU (if you return to NDMU and pay on your own), you should consider a second academic progress appeal.