

### **Satisfactory academic progress requirements for recipients of financial aid**

The standards of satisfactory academic progress for federal financial aid are the same as the College's standards for matriculation. The following are the requirements for a student (degree or certificate) to be in good academic standing.

**Academic Standing:** The academic status of degree-seeking students is determined by:

1. Total credit hours attempted and earned in an established time frame called "pursuit of program," and
2. Semester and cumulative grade point average as calculated at the end of every grading period including summer terms.

**Good Academic Standing:** A degree-seeking student are considered to be in good academic standing at the end of a semester and for subsequent semesters if the student meets the criteria for satisfactory progress and pursuit of program.

**Satisfactory Progress:** A student are considered to be making satisfactory progress if they maintain a cumulative GPA at or above the level defined below:

Total Hours Attempted	Cumulative GPA at or Above
1 - 23*	1.5
24 - 35	1.75
36 - 47	1.9
48 and above	2.0

*\*A student completing the first semester of the first year must earn a GPA of .70 or higher to avoid automatic suspension.*

**Satisfactory Pursuit of Program:** Students are considered to be making satisfactory pursuit of program by maintaining 67% completion rate of attempted credit hours. Successful completion is defined by receiving a grade of A, B, C, or D for any course taken in residence (including plus/minus grades).

**Maximum Time Frame:** All students must complete their program in a period not exceeding 1.5 times the normal length of the program as measured in credit hours attempted. For example, if a program requires successful completion of 60 credit hours, the student may not attempt more than 90 credit hours (1.5 X 60). In order to graduate, a student must successfully complete 100% of the required courses and obtain a minimum cumulative GPA of 2.0 within the 1.5 maximum time frame.

The 67% completion rate supports those students who repeatedly change their enrollment status from full-time to less than half-time. For example, if students maintain a 15 hour credit load per semester, they could complete a 60 credit hour degree in 4 semesters but they could have up to 6 semesters.

The SAP policy is applied consistently for students who are enrolled in any enrollment status and any academic program.

**Credit Hours Attempted:** Credit hours attempted include all credit hours taken in residence at Central Maine Community College. This includes courses with grades of W, R, I, L, F, AW. In addition, applicable transfer (T) credits are included in the total credit hours attempted, but they are not calculated in the GPA. If the student has attempted less than 150% of all the course work at that time, they will be considered for Title IV aid for the following semester. If due to withdrawal, failed courses, etc., the student has exceeded the maximum number of attempted credits for their program, they will no longer be eligible for federal financial aid programs (grants or loans) for any future semester.

**Developmental Courses:** Developmental and ESL courses, if taken, will affect satisfactory academic progress. These courses will be counted in the number of credit hours attempted, in the GPA and in the maximum time frame calculation.

**Repeated Courses:** If a student repeats a course, the course will count in the maximum number of attempted credits each time the course is taken. However only the highest grade achieved will be calculated in the cumulative GPA. A student's financial aid may not cover multiple retakes of the same course. A review by Student Financial Services will verify financial compliance.

**Course Withdrawn:** If a student withdraws from courses during the add/ withdrawal period, those courses will not be included in the count of credits attempted.

**Change of Major:** If a student changes majors, only courses that apply to the new program will be calculated in the 1.5 maximum time frame and cumulative GPA.

**Sanctions:** Any student who fails to achieve any of the requirements above is subject to some type of sanction and may lose all eligibility for federal, state, and institutional financial aid (grants, scholarships, and loans). Faculty advisors will be notified of the academic status of their advisees.

**Academic Probation:** A student will be placed on probation if they:

- Fail to maintain the cumulative GPA at the minimum level listed below, or
- Have a cumulative completion rate of less than 67%

Total Hours Attempted	Cumulative GPA at or Above
1 - 23*	1.5
24 - 35	1.75
36 - 47	1.9
48 and above	2.0

\*A student completing the first semester of the first year must earn a GPA of .70 or higher to avoid automatic suspension.

A student on probation must receive a semester GPA of 2.0 at the end of the next term to avoid suspension. Students should meet with their academic advisor to obtain an intervention strategy for returning to good academic standing.

**Academic Suspension:** A student will be placed on suspension if they:

- In the first year, first semester, earns less than .70 GPA or
- After a probationary term, their following semester GPA is less than 2.0 or
- After a probationary term the cumulative completion rate is below 67% or
- After a probationary term fails to maintain a cumulative GPA at the level defined below:

Total Hours Attempted	Cumulative GPA at or Above
1 - 23*	1.5
24 - 35	1.75
36 - 47	1.9
48 and above	2.0

\*A student completing the first semester of the first year must earn a GPA of .70 or higher to avoid automatic suspension.

A student on suspension may request reinstatement after one academic semester. During suspension the student may not take Central Maine Community College course work even as a non-degree-seeking student.

**Academic Dismissal:** Students faced with academic suspension for a second time are dismissed from the College. Students who are dismissed may not take credit bearing courses at Central Maine Community College.

**Academic Appeals:** A student may appeal the academic suspension by submitting a letter to the Dean of Academic Affairs. The letter must include clearly stated and documented examples of extenuating circumstances that prevented satisfactory progress. Examples of extenuating circumstances include severe illness, severe injury, death in the family, and/or unforeseen or unavoidable personal situations.

Third party documentation is also encouraged. Some examples include: medical and/or legal statements and/or documents that verify the student's appeal request. These documents will be held in strict confidentiality on behalf of the student. The appeal may also include written support from either a faculty or staff person stating their opinions and possible assistance they are willing to provide.

The appeal must also explain why the circumstances no longer exist and what the student will do to ensure that they meet satisfactory academic progress in the future. If the appeal is granted, a letter will be emailed to the student that stipulates a contractual intervention strategy that would assist the student in meeting educational standards. Such strategies may include but are not limited to:

- Repeating all courses where the final grades of D, F, L, AW, or W were recorded; and/or
- Enrolling in fewer courses in a given term; and/or
- Limiting participation in nonacademic activities.

If the appeal is denied, the student may apply for reinstatement to the College after meeting the terms of the suspension or dismissal. Reinstatement requests follow the same procedures as an initial appeal and typically provide evidence of significant academic improvement. Such evidence would normally include high quality academic course work at another institution.

**Appeals of Maximum Time Frame:** A student who has been suspended or dismissed due to exceeding the maximum time frame may wish to appeal that status if they believe there are

mitigating circumstances. Examples of mitigating circumstances include: medical problems, death in the family, and curriculum changes.

If a student changes major or graduates and requests a second degree, their transcript will be evaluated to determine what portion of the requirements for that curriculum has been satisfied. After a degree audit has been completed, a new count of credits attempted will be determined based upon the credits completed that satisfies requirement for the new major. For example, if a student attempted 60 credits but only 30 credits (including transfer credits) will satisfy requirements for the new major, the count of the attempted credits will be reset from 60 to 30. The student will now have a new minimum of 30 additional credits to complete the new major.

Other than when an appeal is granted for unusual or mitigating circumstances, a student can reestablish eligibility only by taking action that bring him/her into compliance with the quantitative and qualitative components of Central Maine Community College's standards for satisfactory academic progress including maximum time frame.