

UNIVERSITY OF SOUTHERN MAINE
SATISFACTORY ACADEMIC PROGRESS POLICY
Undergraduate Degrees

In compliance with Federal Student Aid Regulations, the University of Southern Maine's Satisfactory Academic Progress Policy for financial aid eligibility incorporates the University's academic standards with the federal requirements for a specific time frame for degree completion. Students must meet these minimum Satisfactory Academic Progress (SAP) requirements in order to be eligible for student aid funds. Satisfactory Academic Progress is measured once a year, generally after the spring grades have been posted. If at that time you are not making satisfactory progress, you will be notified that you have been placed on Financial Aid probation for one year and are in danger of losing future financial aid eligibility.

Satisfactory Academic Progress has three components, all of which must be met.:

Quantitative Measurement:

As a matriculating student you are required to successfully complete a specific percentage of credits that you attempt. The University uses the following scales:

Credits Attempted	Percentage Passed
0-24	50%
24.01-54	55%
54.01-84	62%
84.01+	67%

Qualitative Measurement

The academic standards against which your performance is measured are outlined in the University Undergraduate catalog. If you are placed on academic probation by your academic department or Dean, and you meet all other standards of this policy, you will continue to be eligible to receive financial aid. If you are dismissed or suspended, you will not be eligible to receive financial aid at the University of Southern Maine until reinstated by the academic department or Dean.

If you are placed on probation, you will continue to be eligible to receive financial aid during the probation period. If you are not fully in compliance with the Satisfactory Academic Progress policy at the end of the probation period, your eligibility to receive financial aid will be suspended. Suspensions cannot be appealed.

Maximum Time Frame:

Federal regulations require that the University set a maximum time frame for successful completion of degree programs. For a four year undergraduate degree the University has set the maximum number of attempted credits as 180.

Attempted Hours

For the purpose of this policy attempted hours include: Audited classes; Classes withdrawn from; deferred grades; incomplete grades; missing grades; developmental courses; repeated courses and failed courses.

Passed Hours

For the purpose of this policy passed hours include: Passed credits hours that carry degree granting credit hours.

Transfer Students

All attempted credits from previous institution(s) which are recorded on your University transcript will be included in the quantitative measurement and maximum time frame tests.

Financial Aid Probation and Suspension

At the end of each academic year, the student's academic standing will be reviewed to determine if the minimum requirements are being maintained. Failure to maintain the required minimums will result in either a probation status (was previously making progress) or a suspension status (was on probation), **Students who are suspended are no longer eligible to receive financial aid.**

Appeal of Financial Aid Probation

Students placed on Financial Aid Probation may submit a written appeal, normally within 30 days of notification, to the Director of Financial Aid. The appeal must be in writing and must be accompanied by third party documentation (i.e. physician, clergy, therapist, etc) detailing the circumstances. Both the appeal and the documentation should also address the possibility of the circumstances recurring. Any probation appeal must be submitted within 30 days of the date of the original probation notification. All appeals will be reviewed by the Financial Aid Appeals Committee. The student will receive written notification of the Committee's decision within 30 days of receipt of the appeal.

Condition of Financial Aid Reinstatement

Students must complete the appropriate percentage of credits and achieve the corresponding cumulative GPA as outlined in order to be reinstated. The student must notify the Director of Financial Aid, in writing, that the conditions of reinstatement are believed to have been met. The student will observe all normal application procedures and deadlines for financial aid consideration. The student will be notified, in writing whether or not reinstatement has taken place.

Effective FY 2010