

Satisfactory Academic Progress for Undergraduate Students

In order to maintain eligibility for financial aid, each undergraduate student at the University of Maine must meet the established guidelines for academic progress.

WHAT IS A SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY?

Federal financial aid regulations limit how long students can continue to receive financial aid. In order to keep your eligibility for financial aid, you must be making progress toward earning your degree. You can lose eligibility for aid if you are not doing well in your classes and/or if it is taking you a very long time to earn your degree. If you are not meeting the minimum standards, even if you are allowed by your academic dean to continue your enrollment, you will have to do so without benefit of financial aid.

WHAT IF THERE ARE SPECIAL CIRCUMSTANCES?

Every student has the right to appeal. Submit your appeal using the SAP Appeal Form (www.umaine.edu/stuaid/sap1.html), along with appropriate supporting documentation, to the attention of the *Chair of the Undergraduate Satisfactory Progress Appeal Committee*, Office of Student Financial Aid, 5781 Wingate Hall, Orono, ME, 04469-5781. The Office of Student Financial Aid will cancel aid for any student who does not appeal, or for whom an appeal is denied. If you have questions about this policy, contact the [Office of Student Financial Aid](#).

WHAT IS EXPECTED?

Your progress is measured once each academic year, normally at the end of the spring semester. If you are not making satisfactory progress, *you will be notified in writing of the loss of your eligibility* for further financial aid effective the following fall semester. You must meet the following expectations:

1. Quantitative Measure - Successful Completion of Credit Hours Attempted

As a matriculated student, you are required to successfully complete a specified percentage of the credits/hours that you attempt. The policy uses the following graduated scale:

<u>Attempted Credit Hours</u>	<u>Percentage Passed</u>
0–24	50%
25–54	55%
55–84	62%
85+	67%

2. Maximum Time Frame — Cumulative Credit Hour Limit

The maximum time frame allowed for you to complete your degree(s) is defined as 150% of the credits needed for your degree(s). Attempting more than 150% of the credits needed without completing your degree(s) will result in you failing to meet the academic progress standards. For example, if you enroll in a degree program that requires 120 credits, you can attempt up to 180 and remain in compliance with this policy. If more than 180 hours are attempted, the standards of the policy are no longer being met.

3. Qualitative Measure — Cumulative Grade Point Average

The academic standards against which your performance is measured are outlined in the *Undergraduate Catalog*. If you are placed on probation by your academic Dean, you will continue to be eligible for aid. However, if you are placed under dismissal or suspension, you will not be eligible for financial aid until you are readmitted to a University of Maine degree program.

Repeatedly failing, withdrawing from or leaving courses will lead to loss of aid eligibility.

QUESTIONS AND ANSWERS

How often will my progress be reviewed?

Progress is measured once each academic year, normally at the end of the spring semester.

What can I do if I'm not meeting the SAP standards? Does it matter that there were special circumstances that contributed to my not performing well academically or for my taking a long time to complete my degree(s)?

You do have the right to appeal. If you have special circumstances, complete the SAP Appeal Form, explain the circumstances that contributed to your situation and provide documentation to support your appeal. Send your appeal to the Chair of the Undergraduate Satisfactory Progress Appeal Committee in the Office of Student Financial Aid.

I needed to complete some developmental coursework. How are those courses counted?

Developmental courses are counted as both attempted and earned so long as you received a passing grade. They are counted as attempted but not earned if you do not receive a passing grade.

How are courses with incomplete, deferred and/or missing grades counted? What happens if I audit a class?

All of these courses are counted as attempted, but not earned.

I repeated one of my courses in an effort to bring my GPA up. How is that course counted under this policy?

When repeating a course, the credits count as attempted each time the course is taken, but the credits count as earned with a passing grade only one time.

What happens if I completely withdraw from all of my classes part way through the semester? What happens if I withdraw from just one of my courses? How are those courses counted?

All of the courses for that semester from which you have withdrawn would be counted as attempted, but not earned.

I had a really poor semester and then took a semester off. When I returned to UMaine, I had my transcript reevaluated. As a result, I have a semester of coursework that has been reevaluated and is no longer being counted in my GPA or toward my degree requirements. How are reevaluated courses treated under this policy?

You may request that your transcript be reevaluated so that a “poor” semester can be removed from your GPA. However, the decision can negatively impact the “Quantitative Measure” of this policy because the reevaluated courses will continue to be counted as attempted, but not earned, even if you earned a passing grade in the course(s).

I am pursuing several undergraduate degrees and/or academic majors. Will I receive more time to complete the additional coursework?

You will not automatically receive more time. If you are not meeting the policy, you will need to appeal. When you appeal, submit a degree completion plan specifying what course work is required for each degree and/or major. The plan should be signed by your advisor or associate dean.

How are transfer credits from my prior school treated by this SAP policy?

Transfer credits are counted as attempted and earned in both the “Quantitative Measure” and the “Maximum Time Frame.”