

UNIVERSITY OF SOUTHERN MAINE
SATISFACTORY ACADEMIC PROGRESS POLICY
Graduate 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 suspension.

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 scale:

Credits Attempted	Percentage Passed
0-90	67%

Letter grades of "A" through "D" and "H" and "P" shall be considered as completed. All other grades including F, L, W, AUD, INC, MG, I, and non credit courses will not be considered as credits completed.

Qualitative Measurement:

The academic standards against which your performance is measured are outlined in the University graduate catalog. In accordance with these requirements, we will expect that you maintain a cumulative GPA of 3.0. Failure to meet this requirement will result in Satisfactory Academic Progress suspension for purposes of financial aid eligibility.

Maximum Time Frame:

Federal regulations require that the University set a maximum time frame for successful completion of degree programs. The University has set the maximum number of attempted credits as 90.

Attempted Hours

For the purpose of this policy attempted hours include: Audited classes; Withdrawn classes; deferred grades; incomplete grades; missing grades; developmental courses; repeated courses and failed courses.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 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. According to federal requirements, failure to maintain the required minimums will result in suspension of financial aid eligibility. Any financial aid for upcoming terms will be cancelled. **Students who are suspended are no longer eligible to receive financial aid.**

Appeal of Financial Aid Suspension

Students placed on Financial Aid Suspension may submit a written appeal and supporting documentation, within 30 days of notification, to the Director of Student Financial Services. 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. All appeals will be reviewed by the Financial Aid Appeals Committee. The student will receive notification of the Committee's decision within 30 days of receipt of the appeal. If your appeal is granted, you will be placed on financial aid probation for the following semester. Student Financial Services will do everything possible to preserve original aid packages if you submit the appeal directly to the aid office within the 30 day timeline. Students appealing after the above stated timeline will have awards reinstated on a funds available basis if the appeal is granted.

Condition of Financial Aid Reinstatement

The appeal may be approved only if we determine in accordance with federal requirements that you will be able to meet the SAP standards after the upcoming semester. Students must complete the appropriate percentage of credits and achieve the corresponding cumulative GPA as outlined in order to be reinstated. Students not meeting the requirements after the probationary semester will be suspended from further eligibility and Spring financial aid will be cancelled. 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 2012