



Satisfactory Academic Progress (SAP) Policy Jan. 2026

Summary

In order for students to maintain SAP, they must

- Maintain the required GPA as shown in item 12, below, also listed in the Course Catalog under Academic Policies
- Complete with a passing grade a minimum of 66.67% of the credit hours attempted (all credit hours, including transfer credits, are counted).
- Progress at a rate where the students can complete their degree/certificate programs within 150% of the published length of their specific program as measured in credit hours (for example the AA Liberal Studies is a 61-credit degree $\times 150\% = 92$ credit hours in which students must complete that program).

SAP is measured at the end of every semester (fall, spring, and summer).

The first time a student fails to meet SAP, the student may have one additional semester of aid while on **Financial Aid Warning** status. It is possible for a student to be on Academic Probation and Financial Aid Warning in the same semester. **At the end of the warning semester, if a student still has not met SAP standards, that student's federal aid is terminated and is not reinstated unless the student subsequently meets the required SAP standards, or successfully appeals his/her termination.** The appeal must not only include the circumstances that caused the student to fail to meet the standards; it must also include information on what has changed to enable the student to meet standards in the upcoming semester and a plan for success in future semesters. Appeals must be submitted, with supporting documentation prior to the end of the add drop period for the semester the student is appealing.

Extenuating circumstances considered for appeals include documented personal illness or accident, serious illness or death within immediate family, or other circumstances beyond the reasonable control of the student. After a student appeals, the student may receive a semester of probation or their aid could be cancelled, restricted or suspended.

If the student files an appeal which is approved (See #16 below, Appeals Procedure) the student's status can be changed to **SAP Appealed-Academic Plan/Probation. During that semester of probation, a student will be placed on an academic plan: the student must earn at least a 2.0 semester average, passing all semester courses with at least a C and no grades of W, AW, AF, I, or N.** If a student meets the requirements in that semester but has not yet attained the required SAP standards, the student may have at least one additional semester of **probation/academic plan** status (with the same academic plan requirements), and at the end of that semester, must meet SAP standards or continue to meet the academic plan until SAP standards are reached. If it is mathematically impossible for the student to meet SAP requirements within 150% of normal time, then the student aid is terminated once identified. Students may appeal for max timeframe limits, through the same appeal process as above. Approved appeals require an academic plan for the remainder of the student's program.

Federal law requires that students meet standards for "measurable satisfactory academic progress" if they are receiving Federal Title IV student financial aid. Title IV aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Loans (Subsidized and Unsubsidized), Federal PLUS, and Federal Work Study. The following policy defines "measurable satisfactory academic progress" for financial aid recipients attending Kennebec Valley Community College.

1. ELIGIBILITY FOR FINANCIAL AID

It is the policy of KVCC to provide financial aid awards to students who remain in good academic standing and make satisfactory progress toward their certificates or degrees while receiving financial aid.

Financial aid awards and evaluations of academic standing are based on the students' enrollment statuses of:

FULL-TIME:	12 or more credit hours of course registration
THREE-QUARTER-TIME:	9 -- 11 credit hours of course registration
HALF-TIME:	6 -- 8 credit hours of course registration
LESS-THAN-HALF-TIME:	1 -- 5 credit hours of course registration

Students are required to meet both the "quality" and "quantity" measures outlined in this document. These measures are evaluated at the end of each semester. Students who do not meet these standards will lose their financial aid eligibility.

2. LIMITS FOR TERMS ON FINANCIAL AID

Students receiving financial aid are allowed 150% of "normal" time to complete academic certificates or degrees. "Normal" time is one year for most certificate and diploma programs and two years for associate degree programs, as outlined in the school catalog. KVCC figures the 150% by computing one and a half times the number of credits needed for the degree or certificate. For example, if a student is pursuing an Associate of Arts in Liberal Studies degree, which requires 61 credits to complete, he/she can accrue 91 credits before running out of aid. The amount of credits is computed on the current degree program, factoring in any attempts in prior programs, so switching degree/certificate programs will not increase the number of credits a student has before running out of financial aid. If a student graduates from one degree/certificate program and enrolls in another, KVCC will subtract the number of credits from the completed program when determining remaining eligibility for the new program. If a student is unable to complete the program within the 150%, he/she has the right to appeal *See Item 17 for more information on the appeal process.*

3. TRANSFER CREDIT

Transfer credit may be awarded for course work completed at accredited colleges only if grades of "C" or higher have been achieved in courses that are comparable to those offered in the KVCC programs.

Transfer credits do not count in the calculation of the GPA, but they are included in the calculation of both attempted and earned hours (*see Item 11*), and transfer credits are included in the calculation of 150% of "normal" time (*see Item 2*).

4. AUDITS, CHALLENGE EXAMS, C.L.E.P.'s, WORK EXPERIENCE

Financial aid is not awarded for AUDITS, CHALLENGE EXAMS, C.L.E.P.'s or WORK EXPERIENCE that may be granted toward certificates, diplomas or degrees. Credit for this work is not used to determine enrollment status (full-time or part-time), nor is it counted toward the minimum credit requirements students must earn for terms on aid. Credit granted from exams and work, like college transfer credit, will reduce the financial aid eligibility period.

Students are responsible for notifying the Financial Aid Office when registering for courses in these special categories.

5. REMEDIAL COURSES

KVCC will use multiple measures which will include transcripts, college-level experience and available test scores to make placement decisions. Additional placement assessments will be administered by the college after admission only if necessary. Students requiring remedial courses are taken as pass fail, and are subject to the qualitative and quantitative evaluations of Satisfactory Academic Progress. A “pass” meets the SAP qualitative standard and counts in the quantitative standard as credits earned. A failing grade is figured in the semester GPA for the qualitative standard and is counted as credits attempted but not earned for the quantitative standard. In assessing the “150% of normal time,” the credit hours for the remedial courses are added to the credit hours required for the degree. For example, if an Associate degree is 62 credits and a student takes 6 credits of remedial work, the measurement would be 150% of 68 credits.

6. COURSE GRADES OF INCOMPLETE

Students receiving grades of "Incomplete" for courses required for certificates or degrees must make arrangements with faculty to complete course requirements. After instructors assign final letter grades, student grade point averages (GPA's) will be recalculated to include the appropriate quality points, and their quantitative measurement will be adjusted to include the credits as “credits completed.” If cumulative GPA's remain within the published guidelines and the quantitative measurement falls within published guidelines (*see Item 13 and Item 11*) students retain eligibility for financial aid.

7. FAILING COURSE GRADES

Students who fail courses may continue receiving financial aid as long as their cumulative GPA's and their credits/attempted to credits completed measurement remain within the published guidelines (*see Item 13 and Item 11*).

8. REPETITIONS

Students may receive financial aid to cover one repeat of a previously passed course.

9. ADDING AND DROPPING COURSES

Please see the KVCC add/drop policy on the KVCC website. The KVCC census date for each semester is the day after the add/drop period (the 6th business day). Financial aid will not be adjusted after the add/drop period unless the student totally withdraws (see below), or has a loan and drops below half time before it is originated or disbursed.

For students withdrawing after the census date, grades of "W" (Withdraw) will be entered on student records, but the students' aid will not be reduced, as long as the student remains enrolled in at least one course.

For students totally withdrawing, the federal “Return to Title IV” refunds calculation policy applies. Letter grades will be reported for all courses carried after the last day to withdraw from classes each semester. If at the end of a semester, a student receives all failing grades (F or AF) and it is determined that the student failed because he/she stopped attending, a “Return to Title IV” refund calculation must be performed and it is possible that some financial aid could have to be returned to the Dept. of Education, in which case a student could owe money to KVCC. (*See Item 10.*)

10. WITHDRAWING

The federal “Return to Title IV” refunds policy will be used to calculate the percentage of financial aid students may retain when they completely WITHDRAW (officially or unofficially) from KVCC after the drop/add period (but before completing 60% of the semester). Students withdrawing officially or unofficially before completing 60% of the term may be required to return “unearned” financial aid received from the Federal Title IV student

financial aid programs, including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Loans (Subsidized and Unsubsidized), Federal PLUS, but NOT Federal Work Study.

11. QUANTITATIVE MEASURE OF ACADEMIC PROGRESS

A quantitative component is also required to accurately assess a student's advancement toward successful completion of his or her program of study, since successful maintenance of a high GPA does not necessarily mean progress toward completion of a degree. For example, a student who withdraws from half of his/her courses and gets "A's" in the rest may have a high GPA but he/she is not advancing toward graduation within a reasonable period of time. KVCC assesses advancement toward completion by using a percentage of credits attempted to credits earned. Credits attempted are those for which the student has enrolled, as of the end of the add/drop period. Credits earned are those which the student successfully completed by earning a passing grade. (Some programs have a policy that if a student does not pass certain courses with a "C" or better, he/she is dismissed or placed on probation. If a student is dismissed in this circumstance, then his/her financial aid is cancelled, and if the student is placed on academic probation, then the student is placed on financial aid warning or probation.) Courses in which the student receives grades of "W" (withdraw), "AW" (administrative withdrawal), "I" (incomplete), "F" or "AF" are not considered successfully completed.

In order to maintain satisfactory progress, a student must earn a cumulative total of 66.67% of credits attempted. Students who earn less than 66.67% of credits attempted will automatically be placed on warning if it is their first failure to meet SAP. If the student fails to meet the requirements for SAP after one semester of warning, his/her financial aid is canceled and the student must appeal to have it reinstated. If the student's appeal is granted the student has one semester of probation, in which the student must meet the following academic plan: the student must pass all courses for which he/she is registered in that semester with a C or better (which means at least a 2.0 semester average). The student may not withdraw or receive a grade of AW, Incomplete or a grade of AF. If the student successfully meets the terms of the academic plan for that semester, but has not yet reached the required GPA and 66.67% ratio for SAP, the student may have additional semesters of probation, with an updated academic plan for each semester to meet SAP requirements.

12. QUALITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP)

In keeping with KVCC's academic policy, the following grade point averages must be achieved to maintain SAP:

At least 1.51 for up to 23 attempted credit hours;

At least 1.745 for 24 to 35 attempted credit hours;

At least 1.91 for 36 to 47 attempted credit hours.

At least 2.0 for 48+ attempted hours

Financial Aid Warning, Probation or Dismissal Status will be conferred as shown by the following academic probation and dismissal policies. Please note that it is possible for a student to be on Academic Probation and Financial Aid Warning at the same time. (*For an explanation of "warning," see the summary on page 1 or Item 14.*)

Academic Probation

Academic Probation is a means of alerting students who are in academic jeopardy that they must show academic improvement in order to remain matriculated in their current program of study. Any Student placed on academic probation must receive a semester GPA of at least 2.0 during the next semester or risk academic dismissal. No students will be allowed more than two consecutive probation semesters. Probationary status is removed once a student earns a cumulative grade point average of 2.0 or higher. Matriculated students are placed on academic probation if their cumulative grade point average falls into one of the following ranges:

Cumulative grade point average:

GPA of 1.50 or less for 3 to 23 attempted credit hours;

GPA of 1.74 or less for 24 to 35 attempted credit hours;

GPA of 1.90 or less for 36 to 47 attempted credit hours;

and

GPA of 1.99 or less for 48 attempted credit hours to end of program.

Students placed on probation will receive written notification of their probationary status. In addition, the student's permanent record will carry the words "Academic Probation".

Academic Dismissal

For the students who do not demonstrate satisfactory academic progress, the College may take the following academic action, Academic Dismissal.

There are two reasons for academic dismissal:

- Matriculated students who are on academic probation who earn less than a 2.0 semester GPA will be dismissed.
- Matriculated students who have failed to meet the minimum cumulative GPA after two consecutive semesters of academic probation will be academically dismissed.

Dismissed students will receive written notification of their dismissal. The student's permanent record will carry the words "Academic Dismissal". Students may appeal the dismissal decision, in writing, to the Vice President/Academic Dean. If the appeal is not granted, the student may repeat failed courses as a non-matriculated student, but non-matriculated students are not eligible for financial aid. **

****Students must submit a separate appeal to the Financial Aid Office to appeal the cancellation of their financial aid (see Item 16).**

Academically dismissed students are not eligible for financial aid for periods following their termination, unless their appeal to the Academic Dean is approved and the Financial Aid Office also approves their appeal.

13. EVALUATION OF ACADEMIC PROGRESS

A financial aid recipient's satisfactory academic progress is evaluated after the fall, spring and summer semesters of the academic year. At that time, a student will either be in good standing, be placed on financial aid warning, financial aid probation (successful appeal and continue on academic plan), or denied financial assistance for future enrollment periods (suspension). The student must meet all three progress requirements (completion rate as described in section 11, GPA as described in section 12, and 150% limit as described in section 2) to remain in good standing. Students will be notified by the Financial Aid Office if they are placed on warning, probation or suspension.

If a student does not meet the standards for SAP:

--And the student is returning after having been academically dismissed for failure to meet SAP, he/she must appeal both to the Academic Dean **and the Financial Aid office**. If reinstated academically, the student's financial aid appeal will be considered, and he/she could be placed on warning, probation, or aid could be suspended or restricted.

--And the student has received aid in the previous semester when he/she was meeting SAP standards; he/she will be placed on financial aid warning. If at the end of the next semester the student is still not making SAP, the student's aid is terminated. If the student successfully appeals, he/she could be placed on another semester of probation with an academic plan as described in the summary on page 1, or aid could be suspended or restricted. If the student meets the standards for the academic plan, but still has not attained SAP, the student may have one or more semesters of probation on the same academic plan to meet SAP standards.

If a student left KVCC in a status that was not meeting SAP standards, and is returning to KVCC more than a year after the end of the last semester he/she completed, the Financial Aid Office will automatically place the student on suspension. The FA Office will require that the student take courses on his/her own until the student has once again met SAP standards. At that point, the student would again be eligible for federal aid. The student has the right to appeal this denial of aid. (See Item 16.)

14. WARNING/PROBATION STATUS

Warning/Probation status will not prevent the student from receiving financial aid. These periods are meant to inform the student of potential academic and completion problems and provide time for corrective action. The first time a student fails to meet standards, he/she may have a semester of warning. If the student fails to make SAP at the end of the warning semester, his/her aid is terminated. Denial status will prevent the student from receiving any Title IV financial assistance for future enrollment until such time as the student meets all satisfactory academic progress standards. However, a student may appeal. If the student successfully appeals, the student may have one semester of probation/academic plan. **During that semester of probation, a student will be placed on the following academic plan: the student must earn at least a 2.0 semester average, passing all semester courses with at least a C and no grades of W, AW, WF, I, or F.** If a student meets the requirements in that semester but has not yet attained the required SAP standards, the student may have additional semesters of **probation on an Academic Plan**, as long as he/she continues to meet the standards of the Plan, until meeting SAP standards. If it is mathematically impossible for the student to meet SAP requirements within that time frame or within 150% of normal time, then the student aid is terminated at the moment it becomes mathematically impossible.

15. REESTABLISHING ELIGIBILITY

If a student is denied aid because of failure to meet academic or quantitative progress, students may reestablish eligibility by taking courses paid by themselves or by non-Title IV aid during subsequent terms. If there are extraordinary circumstances affecting a student's ability to maintain satisfactory academic progress (such as a documented disability, illness, or death in the family) students may appeal their denial, reduction, or suspension of financial aid (see "Appeals Procedure," below). When a student's GPA and credits attempted/credits earned ratio are once again within the published standards, the student will be eligible for Title IV aid.

16. APPEALS PROCEDURE

Students who receive notification of denials, or suspension of previously awarded financial aid are entitled to explanations for the action. Letters of financial aid suspension and probation are e-mailed to all applicants explaining the reasons for the action.

For appeals of failure to meet satisfactory academic progress, students with extenuating circumstances may submit WRITTEN appeals describing (in detail) their personal, medical or other unusual circumstances that warrant reconsideration of actions taken by the Financial Aid Office. Federal regulations specify death of a relative, a student injury or illness as reasonable grounds for appeal, though they do allow for "other special circumstances." Examples of special circumstances could include divorce, loss of benefits or job, a documented disability or other circumstances beyond the reasonable control of the student.

The appeal must include the following information:

- What went wrong that caused the failure
- Supporting third party documentation for the situation that caused the failure
- What has changed to prevent a recurrence and what the student's plan is to be successful in future semesters.

The student can write a letter to the Financial Aid Office as per the requirements above or may submit the written appeal to the Financial Aid Office). Appeals must be submitted to the Financial Aid Office, by the end of the add/drop period of the semester for which they are appealing. Appropriate third party documentation must be attached to the appeal. The student appeal and supporting third party documentation must be submitted by the end of the add/drop period of the semester for which the student is appealing for consideration. Students must also submit the KVCC Satisfactory Academic Progress (SAP) Appeal Form.

Students who have been academically dismissed and have appealed to the Office of Academic Affairs for reinstatement must also submit a separate appeal to the Financial Aid Office for reinstatement of their financial aid. It is possible that a student's appeal may be granted by the Academic Dean but denied by the Financial Aid Committee.

Students submitting an appeal will be notified in writing (e-mail) of the decision from the Financial Aid Appeals Committee.

If an appeal is approved, the student will be required to work with academic advising to create an academic plan, if they are not able to meet SAP standards after one semester. Academic plans can continue for multiple semesters as long as the student meets the terms of their academic plan. Students who successfully appeal for max timeframe will be required to have an academic plan on file for each semester they enroll until program completion.