



To: All CMCC matriculated students
From: Judy Wilder, Dean of Academic Affairs
RE: Satisfactory Academic Progress (SAP) Policy

A handwritten signature in black ink, appearing to read 'Judy Wilder', is positioned to the right of the distribution list.

Your academic success in completing your degree is as important to us as it is to you. We want you to accomplish your education/career aspirations by maintaining a satisfactory grade point average and completing your requirements in a reasonable timeframe. We also want to expedite the completion of your degree program so you minimize any incurred debt. In order for us to assist you in reaching these goals we have developed a Satisfactory Academic Progress (SAP) Policy.

Our SAP Policy follows Federal mandates from the US Department of Education and will be applied to all students at Central Maine Community College. There are basically three parts to the Policy.

Grade Point Average: At the end of each semester your GPA will be calculated. You will see a term and cumulative GPA posted on your record. We've been posting your GPA status all along and you should be familiar with this process.

Progress in a Program: This may be a new measure for some of you particularly if you have not received financial aid. There are two parts to this component. The first is a 150% rule and the second is 67% semester completion rule. Rule one, (150%) simply stated, says that if your degree requires 60 credits to complete, you have 90 credits to get the job done.

Rule two (67%) ensures you can complete your program within the 150% time frame. We will take a snapshot of your progress after each spring semester. Basically we will divide credits earned (successfully passed) by credits attempted (the total number of enrolled credits after drop/add period) to determine if you are on track to graduate in a timely fashion and keep in check mounting financial debt obligations. We selected the 67% marker since it allows students to shift between part-time and full-time status without penalty.

We will communicate to you by letter identifying any negative finding with remediation steps to help you return to satisfactory academic progress. These letters fall into four categories; warning, probation, suspension, and dismissal. Please refer to our online catalog for details including the appeal process.

Your faculty advisor and the staff of the office of Academic Affairs, TRiO and Center of Retention and Transfer have been trained to advise you toward the successful conclusion of obtaining your degree. We look forward to working with you to ensure a rewarding educational experience.

Please go to www.cmcc.edu to review the entire Satisfactory Academic Progress Policy.

Satisfactory Academic Progress (SAP) Handbook

This handbook provides brief statements and examples of key points regarding the Satisfactory Academic Progress (SAP) Policy. For detailed policy information, please refer to the College catalog or drop by the Office of Academic Affairs for a copy of the SAP Policy.

Your advisor or staff in the Center for Retention and Transfer are ready to assist you should you have any questions. I hope you find this handbook information helpful as you navigate academic decisions.

Qualitative Standard or grade point average (2.0 CGPA to graduate) for maintaining SAP

Grade Point Average: At the end of each semester your GPA will be calculated. You will see a term and cumulative GPA posted on your record. We've been posting your GPA status all along and you should be familiar with this process.

| 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 or he/she will be automatically suspended.

EXAMPLE: Bill has been attending CM as a part time student for two years. He just completed 30 credit hours with a CGPA of a 1.8. Although Bill has less than a 2.0 he is still making SAP. However, if his CGPA doesn't improve by the time he completes 36 hours, he'll no longer be making SAP in reference to the Qualitative Standard of 1.9.

Quantitative Standards Policy

Progress in a Program: This may be a new measure for some of you particularly if you have not received financial aid. There are two parts to this component. The first is a 150% rule and the second is 67% semester completion rule. Rule one, (150%) simply stated, says that if your degree requires 60 credits to complete, you have 90 credits to get the job done. Point: Think of the 150% rule as a safety net for students. It allows students to repeat courses, enroll in preparatory or developmental courses, or withdrawal from a course when necessary.

EXAMPLE: If a certificate requires 30 credit hours, a student has 45 credit hours (150%) in which they must complete the requirements.

If an associate degree requires 60 credit hours, a student has 90 credit hours to complete the requirements.

If an associate degree requires 72 credit hours, a student has 102 credit hours to complete the requirements.

Rule two (67%) ensures you can complete your program within the 150% time frame. We will take a snapshot of your progress after each spring semester. Basically we will divide credits earned (successfully passed) by credits attempted (the total number of enrolled credits after drop/add period) to determine if you are on track to graduate in a timely fashion and keep in check mounting financial debt obligations. We selected the 67% marker since it allows students to shift between part time and full time status without penalty.

Example: After Millie's first year she had attempted 32 credit hours. She only earned 21 hours with a CGPA of 1.75. While she has met SAP Qualitative Standard, she has NOT met SAP Quantitative Standard since

21 earned hours divided by 32 attempted hours = 65%, less than the required 67%.

Millie would be placed on probation.

Important guidelines to consider for decision making

If a student repeats a course, the course will count in the number of attempted hours each time it is taken. However, only the highest grade achieved will be calculated in the CGPA. No course may be repeated more than once without written approval of the Academic Dean or designee.

If a student drops a course during the add/drop period, those courses will not be included in the count of credits attempted.

Developmental and ESL courses, if taken, will effect SAP.

Credit hours attempted include all courses taken or applied to the credential while in residence at CMCC. This includes courses with grades of W, R, P, I, L, F, and AW

If a student changes major (not options within major) or graduates and requests a second degree, his/her transcript will be evaluated to determine what portion of the requirements for the new curriculum has been satisfied. After a degree audit has been completed, a new count of credits attempted (including any transfer credits) is now applied to the new curriculum indicating those are courses that satisfy requirements for the new major. A change of major with a request to reset SAP may occur once without approval of the academic dean.

Example: Fred completed 37 credit hours (no transfer credits applied) with a CGPA of 1.65 in astrophysics. He decides to become an artist and changes majors. After a degree audit, 15 credits of general education courses are applied to the new degree which requires 60 credit hours to complete. His new GPA is now 2.65 and he has 75 additional credits to complete the new degree. (90 credits (or 150% of 60) minus 15 applied credits=75)

Multiple Degrees: This policy is currently moving through the governance process and is currently proposed to read as follows:

Students may earn multiple degrees but only one degree and major may be pursued at a time. All program requirements and, at minimum, an additional 15 credit hours must be earned for any subsequent degree.

Semester and cumulative grade point average is calculated at the end of every grading period including any summer session. Total credit hours attempted and earned in an established time frame called pursuit of program will be calculated once a year and include the previous summer session as applicable.

Advising a student appropriately is key to early intervention and success in meeting SAP. A student often benefits by immediately retaking D or F grades. Keep in mind retaking courses may improve the GPA but those credits will also be counted in pursuit of program. Withdrawing from classes without careful consideration may also jeopardize a student's standing.

Situation A

A student, Bob, attends college for the first time and doesn't do well academically.

According to SAP, for a first semester-first year enrollment, a student with 1 to 23 credit hours attempted must be above .7 to avoid suspension and at or above 1.5 to achieve good academic standing.

Since this is the Fall semester, Bob's pursuit of program will not be calculated.

Name: Student A

Major: BUS

Degree: AS

| | | | |
|----------------------------------|-----------|--------------------------------|--------------|
| Total SAP Credits | 9 | Overall Completion Rate | 60.0% |
| Total Credits Earned | 9 | SAP Completion Rate | 60.0% |
| Total Credits Attempted | 15 | Financial Aid Used | 16.3% |
| Max Financial Aid Credits | 92 | Cumulative GPA | 1.000 |

| Semester 1 | | Grade | Credits | Retake? | Semester Information | |
|------------|-----|-------|---------|---------|----------------------|-------|
| ENG | 111 | B | 3 | | GPA | 1.000 |
| BIO | 111 | F | 3 | | Credits Attempted | 15 |
| MUS | 111 | D | 3 | | Credits Earned | 9 |
| PHY | 111 | D | 3 | | SAP Credits | 9 |
| MAT | 111 | F | 3 | | Completion Rate | 60.0% |
| | | | | | SAP Completion Rate | 60.0% |
| | | | | | | |
| | | | | | | |

The student is below acceptable SAP GPA standards and would be placed on probation



Situation A – Decision Time

Bob decides to plug away at requirements toward his degree. He knows he is on probation but doesn't think that it is a big deal. So he enrolls in all new classes for spring.

About five weeks into the semester, Bob decides his 8 a.m. Business class is just too early and he withdraws from it.

He also adds hours to his part-time work schedule and never seems to find time to study. He anticipates he won't do too well grade-wise but hopes it is not too bad.

Read the comments from the inside column top to bottom first.

A suspension means Bob can't return to college until spring of the next year.

Name: Student A Major: BUS
 Degree: AS

| | | | |
|----------------------------------|-----------|--------------------------------|--------------|
| Total SAP Credits | 18 | Overall Completion Rate | 60.0% |
| Total Credits Earned | 18 | SAP Completion Rate | 60.0% |
| Total Credits Attempted | 30 | Financial Aid Used | 32.6% |
| Max Financial Aid Credits | 92 | Cumulative GPA | 1.185 |

The completion rate is below 67%

The CUM GPA is low, placing the student of suspension following a term of probation

| Semester 1 | | Grade | Credits | Retake? | Semester Information | |
|------------|-----|-------|---------|---------|----------------------|-------|
| ENG | 111 | B | 3 | | GPA | 1.000 |
| BIO | 111 | F | 3 | | Credits Attempted | 15 |
| MUS | 111 | D | 3 | | Credits Earned | 9 |
| PHY | 111 | D | 3 | | SAP Credits | 9 |
| MAT | 111 | F | 3 | | Completion Rate | 60.0% |
| | | | | | SAP Completion Rate | 60.0% |
| | | | | | | |
| | | | | | | |

| Semester 2 | | Grade | Credits | Retake? | Semester Information | |
|------------|-----|-------|---------|---------|----------------------|-------|
| ENG | 222 | D | 3 | | GPA | 1.417 |
| BUS | 111 | W | 3 | | Credits Attempted | 15 |
| BUS | 222 | B- | 3 | | Credits Earned | 9 |
| HIS | 111 | F | 3 | | SAP Credits | 9 |
| CHY | 111 | C | 3 | | Completion Rate | 60.0% |
| | | | | | SAP Completion Rate | 60.0% |

Taking all new courses the term GPA is still below standards

Note the student withdrew from a course compounding problems

Situation A – Rewind

Bob knows he didn't do well academically and his probation letter suggests he talk with his advisor. Bob makes an appointment with his advisor.

Bob's advisor explains how important it is to retake failed classes to improve his GPA. During the conversation, Bob explains he has a part-time job and college has taken a back seat. The advisor suggests several options to help Bob balance his college and work experience. Bob decides to apply for financial aid and not work so many hours, at least for the next semester.

Although Bob already registered for spring classes there is plenty of time to make adjustments to his schedule.

Name: Student A

Major: BUS

Degree: AS

| | | | |
|----------------------------------|-----------|--------------------------------|--------------|
| Total SAP Credits | 24 | Overall Completion Rate | 80.0% |
| Total Credits Earned | 24 | SAP Completion Rate | 80.0% |
| Total Credits Attempted | 30 | Financial Aid Used | 32.6% |
| Max Financial Aid Credits | 92 | Cumulative GPA | 2.208 |

Completion rate is OK
67% minimum

CUM GPA is OK
1.75 minimum

| Semester 1 | Grade | Credits | Retake? | Semester Information | | |
|------------|-------|---------|---------|----------------------|---------------------|-------|
| ENG | 111 | B | 3 | * | GPA | 1.000 |
| BIO | 111 | F | 3 | * | Credits Attempted | 15 |
| MUS | 111 | D | 3 | | Credits Earned | 9 |
| PHY | 111 | D | 3 | | SAP Credits | 9 |
| MAT | 111 | F | 3 | * | Completion Rate | 60.0% |
| | | | | | SAP Completion Rate | 60.0% |
| | | | | | | |
| | | | | | | |

*Indicates the course was retaken. Fastest way to improve GPA

| Semester 2 | Grade | Credits | Retake? | Semester Information | | |
|------------|-------|---------|---------|----------------------|---------------------|--------|
| BIO | 111 | B | 3 | | GPA | 2.533 |
| BUS | 111 | C- | 3 | | Credits Attempted | 15 |
| BUS | 222 | B- | 3 | | Credits Earned | 15 |
| MAT | 111 | B+ | 3 | | SAP Credits | 15 |
| CHY | 111 | C | 3 | | Completion Rate | 100.0% |
| | | | | | SAP Completion Rate | 100.0% |

The term GPA is OK. All measures are within acceptable standards and the student is off probation

Situation A – Second Year

Bob is pleased he got into SAP after a shaky start. Before starting his second year, Bob is offered a promotion at work he just can't turn down.

Bob visits with his advisor again and after consultation decides he will go part-time during the fall semester. Bob knows he will have an uphill climb academically but he also believes once he gets a handle on his new work responsibilities things will settle down.

Bob also knows that he will have to go additional semesters to get his degree but, for him, that is an okay decision.

Name: Student A Major: BUS
 Degree: AS

| | | | |
|----------------------------------|-----------|--------------------------------|--------------|
| Total SAP Credits | 42 | Overall Completion Rate | 87.5% |
| Total Credits Earned | 42 | SAP Completion Rate | 87.5% |
| Total Credits Attempted | 48 | Financial Aid Used | 52.2% |
| Max Financial Aid Credits | 92 | Cumulative GPA | 2.381 |

Completion rate is OK
67% minimum

CUM GPA is OK 2.0 minimum

| Semester 1 | | Grade | Credits | Retake? | Semester Information | |
|------------|-----|-------|---------|---------|----------------------|-------|
| ENG | 111 | B | 3 | | GPA | 1.000 |
| BIO | 111 | F | 3 | * | Credits Attempted | 15 |
| MUS | 111 | D | 3 | | Credits Earned | 9 |
| PHY | 111 | D | 3 | | SAP Credits | 9 |
| MAT | 111 | F | 3 | * | Completion Rate | 60.0% |
| | | | | | SAP Completion Rate | 60.0% |
| | | | | | | |
| | | | | | | |

| Semester 2 | | Grade | Credits | Retake? | Semester Information | |
|------------|-----|-------|---------|---------|----------------------|--------|
| BIO | 111 | B | 3 | | GPA | 2.533 |
| BUS | 111 | C- | 3 | | Credits Attempted | 15 |
| BUS | 222 | B- | 3 | | Credits Earned | 15 |
| MAT | 111 | B+ | 3 | | SAP Credits | 15 |
| CHY | 111 | C | 3 | | Completion Rate | 100.0% |
| | | | | | SAP Completion Rate | 100.0% |
| | | | | | | |
| | | | | | | |

| Semester 3 | | Grade | Credits | Retake? | Semester Information | |
|------------|-----|-------|---------|---------|----------------------|--------|
| BUS | 333 | C+ | 3 | | GPA | 1.833 |
| BUS | 444 | D+ | 3 | | Credits Attempted | 6 |
| | | | | | Credits Earned | 6 |
| | | | | | SAP Credits | 6 |
| | | | | | Completion Rate | 100.0% |
| | | | | | SAP Completion Rate | 100.0% |

Even going part-time the student still meets SAP. That's the advantage of the 67% rule.

Situation B

Alice has always had a pretty easy time getting good grades in high school. She has a few local scholarships and a financial aid package that covers most of her college expenses.

Her first semester at college went pretty well. The classes were harder than she thought they would be. Alice also decided it was a good idea that she drop a class so she could spend more time studying.

In her spring semester, Alice joins a few clubs and an athletic team. She is having a great time but is surprised when test grades and papers are turned back to her. Academically she is in trouble and decides since it worked last semester to drop some classes... What harm would it do?

Alice is quite surprised when she finds herself on probation and her financial aid counselor tells her she could lose her financial aid if she doesn't stay in pursuit of program; it is a federal law.

Name: Student B

Major: Lib

Degree: AA

Student is below the 67% progress in program and would be placed on probation

| | | | |
|----------------------------------|-----------|--------------------------------|--------------|
| Total SAP Credits | 18 | Overall Completion Rate | 60.0% |
| Total Credits Earned | 18 | SAP Completion Rate | 60.0% |
| Total Credits Attempted | 30 | Financial Aid Used | 32.6% |
| Max Financial Aid Credits | 92 | Cumulative GPA | 2.445 |

The CGPA is fine

| Semester 1 | Grade | Credits | Retake? | Semester Information | |
|------------|-------|---------|---------|----------------------|-------|
| ENG 111 | B | 3 | | GPA | 2.667 |
| BIO 111 | B- | 3 | | Credits Attempted | 15 |
| MUS 111 | W | 3 | | Credits Earned | 12 |
| PHY 111 | C | 3 | | SAP Credits | 12 |
| MAT 111 | B | 3 | | Completion Rate | 80.0% |
| | | | | SAP Completion Rate | 80.0% |
| | | | | | |
| | | | | | |

The student has a good GPA

The student has good progress in program

| Semester 2 | Grade | Credits | Retake? | Semester Information | |
|------------|-------|---------|---------|----------------------|-------|
| ENG 222 | C | 3 | | GPA | 2.000 |
| BIO 222 | W | 3 | | Credits Attempted | 15 |
| MUS 222 | W | 3 | | Credits Earned | 6 |
| PHY 222 | C | 3 | | SAP Credits | 6 |
| MAT 222 | W | 3 | | Completion Rate | 40.0% |
| | | | | SAP Completion Rate | 40.0% |
| | | | | | |
| | | | | | |

The student is OK GPA

The student is well below progress in program of 67%

Situation C

Dick wasn't sure what he wanted to major in college. His dad was an electrician and although his dad never pressured him to follow in his footsteps, Dick thought he would give it a try.

Dick discovered he had a real talent in writing and he just couldn't see himself as an electrician but wanted to give it one more semester.

Dick tried to work on classes that weren't of interest to him and other courses that he actually liked began to suffer too.

One of Dick's friends suggested he visit the Center for Retention and Transfer. After consultation with staff and a few faculty, Dick decided he'd really like to change majors. He wanted to get his Associate Degree in Liberal Studies and transfer to a four-year school to major in Journalism.

He was advised he could change his major and have a one time opportunity to reset SAP. He was looking forward to his fall semester while bringing with him a revised 2.6 GPA.

Name: Student C

Major: ELT

Degree: AS

| | | | |
|----------------------------------|-----------|--------------------------------|--------------|
| Total SAP Credits | 27 | Overall Completion Rate | 90.0% |
| Total Credits Earned | 27 | SAP Completion Rate | 90.0% |
| Total Credits Attempted | 30 | Financial Aid Used | 32.6% |
| Max Financial Aid Credits | 92 | Cumulative GPA | 1.633 |

| Semester 1 | | Grade | Credits | Retake? | Semester Information | |
|------------|-----|-------|---------|---------|----------------------|--------|
| ENG | 111 | B | 3 | | GPA | 2.000 |
| BIO | 111 | C | 3 | | Credits Attempted | 15 |
| MUS | 111 | B | 3 | | Credits Earned | 15 |
| ELT | 111 | D | 3 | | SAP Credits | 15 |
| ELT | 123 | D | 3 | | Completion Rate | 100.0% |
| | | | | | SAP Completion Rate | 100.0% |
| | | | | | | |
| | | | | | | |

At 30 credits the CGPA should be at 1.75 in this situation the student would be placed on probation. However, the student decides to change major and the SAP would be reset

| Semester 2 | | Grade | Credits | Retake? | Semester Information | |
|------------|-----|-------|---------|---------|----------------------|-------|
| ENG | 122 | B- | 3 | | GPA | 1.267 |
| BIO | 123 | C+ | 3 | | Credits Attempted | 15 |
| ELT | 222 | F | 3 | | Credits Earned | 12 |
| ELT | 234 | D- | 3 | | SAP Credits | 12 |
| ELT | 235 | D- | 3 | | Completion Rate | 80.0% |
| | | | | | SAP Completion Rate | 80.0% |
| | | | | | | |

Name: Student C

Major: Lib

Degree: AA

| | | | |
|----------------------------------|-----------|--------------------------------|---------------|
| Total SAP Credits | 15 | Overall Completion Rate | 100.0% |
| Total Credits Earned | 15 | SAP Completion Rate | 100.0% |
| Total Credits Attempted | 15 | Financial Aid Used | 16.3% |
| Max Financial Aid Credits | 92 | Cumulative GPA | 2.600 |

| Semester 1 | | | | Semester Information | |
|------------|---------|---------|---------------------|----------------------|--|
| Grade | Credits | Retake? | | | |
| ENG 111 | B | 3 | GPA | 2.667 | |
| BIO 111 | C | 3 | Credits Attempted | 9 | |
| MUS 111 | B | 3 | Credits Earned | 9 | |
| ELT 111 | D | 0 | SAP Credits | 9 | |
| ELT 123 | D | 0 | Completion Rate | 100.0% | |
| | | | SAP Completion Rate | 100.0% | |
| | | | | | |
| | | | | | |

A one- time decision to change major and reset SAP has occurred. Only those credits applied to the new major are counted. Five three credit courses are moved over and the new CGPA and Pursuit of Program credits are reset.

| Semester 2 | | | | Semester Information | |
|------------|---------|---------|---------------------|----------------------|--|
| Grade | Credits | Retake? | | | |
| ENG 122 | B- | 3 | GPA | 2.500 | |
| BIO 123 | C+ | 3 | Credits Attempted | 6 | |
| ELT 222 | F | 0 | Credits Earned | 6 | |
| ELT 234 | D- | 0 | SAP Credits | 6 | |
| ELT 235 | D- | 0 | Completion Rate | 100.0% | |
| | | | SAP Completion Rate | 100.0% | |
| | | | | | |