



# YORK COUNTY COMMUNITY COLLEGE

York County Community College  
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## Satisfactory Academic Progress

YCCC believes that students are responsible for their own academic progress and for seeking assistance when experiencing academic difficulty. The College requires that all financial aid recipients make satisfactory academic progress toward a degree, or certificate to remain in good standing.

Additionally, federal and state laws require that recipients of federal or state financial aid (including grants, loans, and work study employment) meet the minimum satisfactory academic progress measures to remain eligible for financial aid. Satisfactory academic progress (SAP) also applies to institutional aid awarded to students. The following two SAP standards are required of all financial aid recipients.

### Part 1. SAP Qualitative Measure of Progress (GPA)

A student’s academic standing is part of the student’s SAP process. As part of measuring the federal Qualitative measure, the College utilizes its Academic Standing policy found in the Academic Information part of the college catalog. A student is considered to have met the qualitative measure if he/she is NOT on Academic Dismissal. A student meeting YCCC’s minimal GPA standards, or on Academic Probation, is considered to have met the qualitative measure. A student who receives a grade of “P” or Pass is considered to having completed the course with “C” grade level work or better.

Total Number of Attempted Credits	Required cumulative GPA
1–11	1.51
12–23	1.75
24–35	1.91
36+	2.0

For more information about the “Academic Standing” requirements for this calculation, please refer to the Academic Information section of the College Catalog

### Part 2. SAP Quantitative Measure of Progress

#### A. Required Completion Percentage

Financial aid recipients are required to complete a minimum of 67% of their cumulative/ attempted credits. Students who meet the 67% cumulative completion percentage will be deemed to have met this measure. For the purposes of this measure, “attempted credits” include: Credits attained as a result of Assessment of Prior Learning Options (in College Catalog), consortium credits, transfer-in credits, remedial credits, repeated credits, credits with letter grade of A, A–, B+, B, B–, C+, C, C–, D+, D, D–, P,F, AF, W,I, and NP. Audited courses (AU) are not counted in this measure. These are included in the calculation of cumulative credit completion percentage. First-time students with less than 11 attempted credits are not negatively impacted by this measure. Example: A first-time student who attempts 9 credits and only completes 6 credits is considered to have met this measure.

#### B. Maximum Time Frame

Financial Aid recipients are expected to complete their degree, or certificate within an acceptable time frame. Funding will only be granted for up to 150% of the published credit length of the student’s program major. Examples: A 2-year degree program with a 60-credit requirement would have, at most, 90 attempted credits covered by financial aid. A 30-credit certificate program would have, at most, 45 attempted credits covered by financial aid.

### ***Part 3. SAP Evaluation Period***

The financial aid awarding cycle follows a fall 15–week term, spring 15–week term, and summer up to 12–week term in the academic year. The Financial Aid Office evaluates Satisfactory Academic Progress at the end of each fall, and spring term; the ensuing summer is evaluated at the end of next fall term.

### ***Part 4. Failure to Meet SAP Standards***

#### **A. Maximum Time Frame**

If at the end of the term a student has exceeded the standard for measurement of maximum time frame (equal to 150% of their program length), the student will be placed on financial aid suspension.

#### **B. Financial Aid Warning**

A student who fails to meet both the Qualitative and Quantitative measures at the end of a given term will be placed on financial aid warning for the subsequent term of attendance. The student may receive financial aid for that subsequent term.

#### **C. Financial Aid Suspension for Students on Warning Status**

If a student that is on financial aid warning status has not met both the Qualitative and Quantitative measures by the end of the term of warning, he/she will be placed on financial aid suspension, and will not be eligible for financial aid for subsequent terms.

#### **D. Financial Aid Probation for Students on Suspension Status**

If a student is placed on financial aid suspension and is successfully granted an appeal (see appeals process below), he/she will be placed on financial aid probation for the subsequent term of attendance and may receive financial aid for that subsequent term; however, as part of the approval, some conditions of reinstatement may be imposed. If the student doesn't meet the conditions of the probation, he/she may be placed on financial aid suspension, and lose financial aid eligibility.

#### **E. Regaining Eligibility for Financial Aid**

Removal from financial aid does not prevent students from enrolling without financial aid, so long as other acceptable payment arrangements are made with the College. Until such time that the student meets both Qualitative and Quantitative measures, financial aid will remain suspended. Financial aid reinstatement may be considered if the student can prove that he/she has passed 9 credits with a grade of C or better, so long as the credits relate to the degree or certificate. The student must consult the Financial Aid Office for consideration/review.

#### **F. Notification**

The College will notify a student in writing any time they are placed on a warning or probationary status. If a student is suspended, he or she will be mailed a certified letter with information on how to appeal the suspension status.

### ***Part 5. Appeals***

A student who is suspended has the right to appeal. Appeals are based on unusual or extenuating circumstances such as:

- Illness or injury to the student or close relative.
- Death of an immediate family member or close associate.
- Other unusual mitigating circumstances.

### ***Part 6. Additional elements to previously mentioned topics***

***Repeated Courses:*** A student may receive financial aid for repeating courses. However, if retaking a previously passed course (D– or better), financial aid can only be used for one repeat course. Students may continue receiving aid for a repeated failed course or withdrawn course until a passing grade is earned. **The Financial Aid Office may have to adjust your enrollment status once the term has already started (after add/drop period has ended), thereby changing your eligibility.**

**A. Remedial Courses**

A student may receive financial aid for remedial courses that will directly assist them attain their current degree or certificate. These courses are also referred to as developmental courses or pre-college courses.

**B. Consortium Credits**

A student may only receive financial aid from one institution during a specific term. YCCC financial aid recipients may receive financial aid for a course held at another institution if said course is directly transferred into the YCCC degree, or certificate program. A form is available in Student Affairs for this process as it should be completed 30 days prior to the start of the off-campus course.

**C. Academic Forgiveness Credits**

All previously attempted credit or clock hours and grades for the student's academic progress must be included in all components of the SAP calculation for federal financial aid purposes, regardless of whether those hours or grades are later forgiven by the college.

**D. Limits for Terms On Financial Aid**

Students receiving financial aid are allowed 150% of "normal" time to complete academic certificates, diplomas 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. YCCC 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 Degree which requires 60 credits to complete, he/she can accrue 90 credits before running out of aid. The amount of credits is computed on the current degree program attempted, so switching degree/certificate programs will change 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, YCCC will compute the number of credits from the first program that will transfer into the second, and allow financial aid for only those courses needed for the second program from that point on. Since a student has 150% of the remaining credits in the second program