

## **Academic Dismissal**

KVCC has requirements concerning good academic standing and satisfactory academic progress. The requirements for remaining in good academic standing include :

- maintaining a certain Grade Point Average as defined in the College Catalog (page 15), and/or
- in certain programs achieving minimum acceptable grades in core courses.

The College will dismiss students who have not met the minimum requirements, and students who receive financial aid will have their aid suspended.

**Below are the steps to appeal your dismissal. If you would like assistance or have questions, please call 453-5118. We will be happy to make an appointment.**

### **Step 1: Request for Academic Probation**

- You may request a semester of academic probation.
- To make this request, you must write a letter speaking to the circumstances related to your dismissal. The letter should be addressed to:  
**Karen White, Academic Dean/Vice President**  
**92 Western Avenue - Fairfield, Maine 04937**
- Students who are dismissed for 2 consecutive semesters will not be granted probationary status and may return as an undeclared student. Classes may be taken at the student's expense.
- You will receive a letter indicating your probationary status for the next semester.
- If we do not receive an appeal letter your courses for the next semester will be dropped.

### **Step 2: Appeal Financial Aid Suspension**

- If you are a recipient of financial aid, your aid has been suspended.
- You must send a copy of the above letter to:  
**Jill MacLean, Financial Aid Office**  
**92 Western Avenue - Fairfield, Maine 04937**
- You must attach documentation that supports your appeal, such as a doctor's note, a death certificate, and/or a letter from your counselor or therapist for example.

## Sample Appeal Letter

Today's Date

Karen White, Academic Dean  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, Maine 04937

Dear Dean White:

**Paragraph 1** – Explain that you have been dismissed from the College and that you would like to return on academic probation.

**Paragraph 2** - Explain the circumstances or events that occurred during the semester that impacted your semester. Why were you dismissed? Explain in detail. If you are a recipient of Financial Aid, they are looking for a significant event – health related, mental health issue, death in family to name a few.

**Paragraph 3** Explain how things will be different if you are given this probationary status. What will change, what will you do that will make this a more positive semester.

Thank you for considering my request for probation. I look forward to hearing from you.

Sincerely,

Type your name & sign your name above the typed name

### NOTE:

- General letter writing tips:
  - Type your letter
  - Have someone proof read it for you to check for spelling and punctuation.
  - Send the letter even if you think you are not returning in the next semester. It will make it easier for you to come back at a future date.
- Receiving academic probation does not guarantee that your financial aid will not be suspended. There are additional requirements to meet good standing with Financial Aid.
- If you are a recipient of Financial Aid, **you must send a second letter to Financial Aid and attach documentation.** You may use the same letter. Simply change the information on the top of the letter. See the next sample letter.

## **Financial Aid Appeal Letter**

Today's Date

Jill MacLean, Assistant Director of Financial Aid  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, Maine 04937

Dear Jill:

***You may use the same letter content as you wrote in the first letter.***