

## **Satisfactory Academic Progress Policy – Emory College**

Federal regulations require that students receiving financial assistance maintain satisfactory academic progress. All students who receive financial aid, whether from federal, state or university funds, must be enrolled degree candidates in good standing. The Office of Financial Aid is required to monitor student aid recipients' progress. Academic records will be evaluated each semester.

GPA, time to degree completion and percentage of courses passed will be evaluated at the conclusion of the spring semester. Students must meet the following minimum requirements to meet satisfactory academic progress standards.

- First Year: a minimum of 30 semester hours passed after two semesters on first year standing and a 1.5 grade point average on all work attempted;
- Second Year: a minimum of 60 semester hours passed after two semesters on sophomore standing and a 1.67 grade point average on all work attempted. Attempted credits, credits passed and cumulative grade point average will also be evaluated after 4 terms of enrollment.
- Third Year: a minimum of 90 semester hours passed after two semesters on junior standing and a 1.75 grade point average on all work attempted.
- During the fourth year, a student must make satisfactory progress toward fulfilling requirements for a degree.

Any student who after the first year fails for two successive semesters of full-time work to pass two-thirds of the hours taken, or to attain at least a 1.5 grade point average, shall be automatically excluded regardless of any previous average.

All students are expected to complete their degree programs within a maximum time frame. The maximum time frame for undergraduate students is 125% of the hours required to complete their degree program (165 maximum attempted credit hours based on a 132 credit hour degree requirement).<sup>\*</sup> For example, a student attempting 16 credits per term will reach this maximum at approximately 10 semesters. Time to degree completion is calculated for all credit hours which the student enrolls or receives credit at Emory University and receives any of the following grades: A, B, C, D, F, Satisfactory and Unsatisfactory. A course assigned an Incomplete, In Progress or Withdrawal is also counted toward attempted credits. Audited classes are not considered attempted credits.

### **Special Courses**

Consortium classes are assigned grades of Satisfactory, Unsatisfactory or Not Graded. A course designated Not Graded or Unsatisfactory is considered deficient and may cause a student's record to fall below minimum satisfactory academic progress standards. A consortium grade of Not Graded is included as part of the academic record.

## **Second Degree and Double Majors**

Students seeking second degrees and double majors are monitored in the same manner as all other students under this policy. Appeals to continue receiving financial aid beyond 150% of normal degree completion will be reviewed on a case-by-case basis.

## **Monitoring Eligibility: Disqualification, Probation, Suspension and Conditions of Reinstatement**

Students whose academic records fall below the minimum standards stated above will be disqualified from receiving future financial aid payments. Disqualified students may be approved to receive financial aid after successfully appealing their case. Students who successfully appeal are placed on Probation. During the probationary period students remain eligible for financial aid. Students who, at the conclusion of the probationary period, are making satisfactory academic progress will have their financial aid reinstated unconditionally for the next award year or term. Students who receive aid on probation and fail to meet probationary conditions will be ineligible for future financial aid payments.

Students who become ineligible for financial aid can re-establish their eligibility in one of two ways:

1. Attending Emory University at their own expense or with the help of private resources from outside the University. Once minimum standards are met, financial aid funding may be reinstated.
2. Successfully appealing their disqualification status.

Appeals for extenuating circumstances should be completed within two weeks of a disqualification notification to ensure adequate time to prepare for any impacts to student accounts.

A Satisfactory Academic Progress [Appeal Form](#) should be submitted with supporting documentation of any mitigating circumstances that negatively impacted academic progression. Please contact your financial aid advisor if you have questions specific to your case.

\* Maximum timeframe policy revised from 150% to 125% effective Spring 2012.

## Frequently Asked Questions

1. What is Satisfactory Academic Progress?

Satisfactory Academic Progress is the method in which the university tracks the movement of successful and timely completion of degree requirements associated with programs of enrollment. Students must maintain satisfactory academic progress to receive financial aid.

2. How is Satisfactory Academic Progress measured?

There are qualitative and quantitative measurements. The qualitative measurement consists of current and cumulative grade point averages as well as your grade point average at the 2 year mark. The quantitative component consists of your attempted credit hours.

3. How often is Satisfactory Academic Progress calculated?

Satisfactory Academic Progress is calculated each semester following the posting of grades.

4. Are summer enrolled hours included in the calculation for attempted credits?

Yes, all attempted credits including those credits attempted in summer semester are included in the calculation for maximum attempted hours.

5. What happens if I withdraw from a class? Are hours withdrawn from included as "attempted" in the Satisfactory Academic Progress calculation?

Yes, classes withdrawn from resulting in a Withdrawal, Withdrawal Failing and Unsatisfactory Withdrawal are counted in the Satisfactory Academic Progress calculation as attempted hours.

6. I have received a warning email from the Office of Financial Aid regarding my Satisfactory Academic Progress status. What should I do?

This email is provided to students who may be in danger of falling below minimum standards. Students may wish to review their course or program plans with their academic advisor after becoming familiar with the policies for continuation.

7. I have been notified by the Office of Financial Aid that I have been disqualified because my academic record does not meet minimum standards. What options do I have?

You may submit an appeal which details your circumstances and addresses a corrective action plan. Please refer to the Satisfactory Academic Progress [Appeal Form](#) for additional details on this process.

8. How do Advanced Placement and International Baccalaureate classes affect my academic progress calculation?

Credits accepted toward your degree from Advanced Placement or International Baccalaureate classes are considered credits attempted.