Federal regulations require that students receiving financial assistance maintain satisfactory academic progress. The Office of Financial Aid is required to monitor a student aid recipient’s academic progress. Aid recipients must meet certain quantitative and qualitative measures and complete their programs within a maximum time frame. All students applying for, or receive, financial aid, whether from federal, state or Emory-funded sources, must be enrolled degree candidates in good standing to retain financial aid awards. Academic records will be evaluated at the end of each academic year as follows.

Grade point average (GPA), time to degree completion and percentage of courses passed will be evaluated at the conclusion of each academic year. Students must meet the following minimum requirements to meet satisfactory academic progress standards.

- First Year: a minimum of 30 semester hours passed after an academic year of first year standing, and an overall 1.5 cumulative GPA;
- Second Year: a minimum of 60 semester hours passed after an academic year of sophomore standing, and an overall 2.0 cumulative GPA.
- Third Year: a minimum of 90 semester hours passed after an academic year of junior standing, and an overall 2.0 cumulative GPA.
- During the fourth year, a student must make satisfactory progress toward fulfilling requirements for a degree and maintain an overall 2.0 cumulative GPA.

Any first year student who fails to pass two-thirds of the hours taken for two successive semesters during their first academic year, or to attain at least a 1.5 GPA, 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 150% of the hours required to complete their degree program (192 maximum attempted credit hours based on a 128 credit hour degree requirement). 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 will be placed on Probation or a (probationary) Academic Plan. 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 term. Students who receive aid on a probationary basis and fail to meet probationary conditions will be ineligible for future financial aid payments. Students who become ineligible for financial aid or fail to meet probationary terms can re-establish their eligibility by attending classes 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.

An appeal for extenuating circumstances should be submitted prior to the first day of class for the semester you are appealing to ensure adequate time to prepare for any impact to the student account. Failure to submit a complete appeal by this day may result in postponing a probationary term to a future semester.

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.

Generally, the Office of Financial Aid will only approve one appeal per academic degree. This policy may be waived on a case-by-case basis where extenuating circumstances can be documented.

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 and completion rate.

3. How often is Satisfactory Academic Progress calculated?

   Satisfactory Academic Progress is calculated at the end of the academic year, 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 GPA and maximum attempted hours.

5. 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.

6. 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 W, WF, or WU are counted in the Satisfactory Academic Progress calculation as attempted hours.

7. 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.

8. 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.

9. What is a probationary Academic Plan?

   When considering your appeal, it may be determined that it will require successive terms of academic success to reach SAP minimum standards. The Academic Plan will specify the number of terms you will be allowed to receive aid during your attempt to reach minimum standards.