**Satisfactory Academic Progress Policy – Emory College**

Federal regulations require that students, who receive (or apply for) student aid, maintain Satisfactory Academic Progress (SAP) to remain eligible for aid. These **qualitative and quantitative** performance standards are evaluated at the end of each academic year by Emory University’s Office of Financial Aid.

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.

**Qualitative SAP standards:**

- **First Year Students:** after an academic year of freshman year standing (0 – 30 credits), a student must have earned an overall 1.5 cumulative GPA;
- **Second Year Students:** after an academic year of sophomore year standing (31 – 60 credits), a student must have earned an overall 2.0 cumulative GPA.
- **Third Year Students:** after an academic year of junior standing (61-90), a student must maintain an overall 2.0 cumulative GPA.
- **Beginning with the fourth year,** until program completion requirements are met, a student must 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 cumulative GPA, shall be automatically excluded regardless of any previous average.

**Quantitative SAP standards:**

All students are expected to complete their degree programs within a maximum allowable time frame. The maximum allowable time frame for undergraduate students is 150% of the credit hours required to complete program requirements: for Emory College students, the maximum amount of attempted credits allowed is 192, based on a 128-credit hour degree requirement. All classes that were attempted toward the completion of stated degree requirements are considered attempted credits, regardless of the grade earned. Classes assigned grades of Unsatisfactory (U), Incomplete(I), In Progress (IP), Not Graded, or Withdrawal (W), are all considered as attempted credits, as well as credits applied toward degree completion as a result of a transfer or examination. The total number of credits attempted is not the only quantitative SAP standard that is evaluated.

Pace, or Rate of Completion, is also a SAP standard that is evaluated: determined by dividing the number of credits earned, by the number of credits attempted. A student must maintain a 66.67% minimum Rate of Completion (the equivalent of successfully completing 2 of every 3 credits attempted).

Should a student reach a point where it is no longer mathematically possible to complete their degree requirements without exceeding the maximum attempted credits allowed, they will become ineligible for aid at that point.
Second Degree and Double Majors

The aforementioned SAP standards also apply to students seeking second degrees and double majors, aside from the maximum attempted credits allowed. If a student must complete additional credits to meet the requirements of both degrees or programs, the maximum amount of attempted credits allowable will be calculated accordingly: i.e. if a student is required to complete 140 credits to meet the degree requirements for a double major, the maximum amount of attempted credits allowed would be 210 credits (150% or 1.5 times 140 credits).

Monitoring Eligibility: Disqualification, and Conditions of Reinstatement

Official SAP evaluations will be conducted at the end of each academic year, which is defined as Fall, Spring, and Summer semesters. If a student withdraws and subsequently returns to Emory, the last semester they attended will be considered the end of their previous academic year and those results will be used to evaluate their official SAP status (the only exception is when a student last attended a Fall semester and returns in the Spring or Summer semester of the same academic year).

Students who do not meet SAP standards will be disqualified from receiving future financial aid. If a student becomes ineligible for student aid (as a result of not meeting SAP), they may regain eligibility in two ways:

1) **Improve academic performance** to a level that meets all SAP requirements. Should a student resume performing at, or above, the minimum SAP requirements, they will need to notify their Financial Aid Advisor and request that their aid be processed.

2) **Submitting a SAP Appeal that gets approved.** Students, who appeal successfully, will be placed on **Probation** (where a student is allowed one term to improve performance to meet SAP standards), or on a probationary **Academic Plan** (where a student is allowed more than one term to improve performance as long as they meet the conditions of the plan throughout the duration). During the probationary period students are conditionally eligible for financial aid. Students on probation must receive a term GPA of at least 2.0, and are not permitted to receive grades of F, U, W, WF, WU, I, IF, or IU.

Students who are meeting SAP standards at the conclusion of their probationary period, will have their financial aid reinstated unconditionally for the next award term. Students who are unable to meet the conditions of their SAP probation, will have their access to aid, at Emory College, suspended indefinitely.

The act of submitting a SAP appeal does not guarantee approval, nor does it grant temporary reinstatement of eligibility: as a result, a student is responsible for any charges incurred regardless of the result of the appeal.
SAP Appeals

An appeal for extenuating circumstances should be submitted prior to the first day of class for the semester the student is seeking reinstatement, to mitigate the financial risk of not being approved. Failure to submit a complete appeal prior to the first day of class, may result in the appeal being considered for the subsequent future semester.

A Satisfactory Academic Progress Appeal Form should be submitted with supporting documentation of any mitigating circumstances that negatively impacted a student’s ability to meet SAP standards.

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 (SAP)?

Satisfactory Academic Progress is the process in which the University evaluates the academic progress of financial aid applicants or recipients. There are academic (SAP) standards that a student must meet to maintain financial aid eligibility.

2. How is Satisfactory Academic Progress measured?

There are qualitative and quantitative measurements. The qualitative measurement consists of current and cumulative grade point averages. The quantitative component consists of attempted credit hours and completion rate.

3. How often is Satisfactory Academic Progress calculated?

Satisfactory Academic Progress is calculated every year, at the end of the academic year, following the posting of grades.

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

Yes: all attempted credits, including those credits attempted in a summer semester, are included in the calculation for GPA and attempted hours.
5. How do Advanced Placement, Transfers, Study Aboard, or CLEP credits affect my academic progress calculation?

   Any credits that are accepted toward your degree are included in the determination of attempted credits.

6. What happens if I withdraw from a class? Are W's included as “attempted” in the Satisfactory Academic Progress calculation?

   Yes: withdrawal from a class(es), regardless of the reason, will be counted in the Satisfactory Academic Progress calculation as attempted hours.

7. What if I have been granted Academic Amnesty or Relief for a semester(s)?

   All classes that were attempted toward the pursuit of a degree are included in the SAP determination of attempted credits, regardless if they have been exempted from GPA calculations under Academic Amnesty or Relief.

8. I have received a SAP alert 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.

9. 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.

10. 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.