

Satisfactory Academic Progress (SAP) Policy

Institutions of higher education are required by law (CFR 668.34) as governed by the Department of Education to implement a Satisfactory Academic Progress (SAP) Policy establishing academic requirements for students who are eligible to receive and/or are receiving Federal financial aid. There are two main components of the SAP policy, qualitative and quantitative, with three areas of interest.

Qualitative SAP: GPA Requirements

The qualitative component of the SAP policy deals with the student's current term and cumulative grade point average (GPA). At the designated time of evaluation determined by the university's Office of Financial Aid, a student must be maintaining the minimum GPA requirement.

Undergraduate Students

Oxford College – Students must maintain a cumulative GPA of 2.0.

Emory College – Degree-seeking students must have a cumulative GPA of 1.5 for their Freshman year of attendance and a cumulative GPA of 2.0 their Sophomore year and each year afterwards.

Goizueta Business School Undergraduates – Degree-seeking students must maintain a cumulative GPA of 2.0.

Nell Hodgson Woodruff School of Nursing Undergraduates – Degree-seeking students must maintain a cumulative GPA of 2.0.

There is no current term GPA requirement for any undergraduate program.

Graduate Students

Laney Graduate School – Degree-seeking students must have a current term and cumulative GPA requirement of 2.7.

Nell Hodgson Woodruff School of Nursing Graduate students – Degree-seeking students must have a current term and cumulative GPA requirement of 2.7.

Rollins School of Public Health – Degree-seeking students must have a cumulative GPA requirement of 2.7.

Graduate Allied Health/School of Medicine -- Degree-seeking students must have both a current term and cumulative GPA of 2.0, with the exception for students in the Masters of Medical Physician Assistant. These students must maintain a current term and cumulative GPA of 2.8 and the Doctorate of Physical Therapy program where the current term and cumulative GPA should be 3.0.

Candler School of Theology -- Degree-seeking students must have a cumulative GPA of 2.0. An exception exists for the Masters of Theology degree which requires a cumulative GPA of 3.0. The Doctorate of Ministry utilizes a “pass/fail” grading system where these students must maintain “satisfactory” grades. Should a student receive an “unsatisfactory” grade, they will be given a warning term. If the student receives “unsatisfactory” grades two consecutive semesters/years of attendance, then they will be disqualified from receiving aid.

School of Law - Degree-seeking students under the Juris Masters and Masters of Law programs, must have a cumulative GPA of 2.5. Those enrolled in the Juris Doctorate program need a cumulative GPA of 2.25. The Doctorate of Juridical Science participates in a “pass/fail” grading system where these students must maintain “satisfactory” grades. Should a student receive an “unsatisfactory” grade, they will be given a warning term. If the student receives “unsatisfactory” grades two consecutive semesters/years of attendance, then they will be disqualified from receiving aid.

Goizueta Business School graduate students – Degree-seeking students under the six different Master degrees receive “performance” based grades. Below are those degrees, listing their qualitative standards for SAP:

Two-Year MBA:

- At End of 1st Semester - Not more than three grades of Low Performance (LP) or lower, not to include more than one grade of No Credit (NC).
- Cumulative at End of 2nd Semester - Not more than four grades of Low Performance (LP) or lower, not to include more than two grades of No Credit (NC).
- Cumulative at End of 3rd Semester - Not more than five grades of Low Performance (LP) or lower, not to include more than two grades of No Credit (NC).
- Cumulative at End of 4th Semester - Not more than five grades of Low Performance (LP) or lower, not to include more than two grades of No Credit (NC).

One-Year MBA:

- At End of 1st Semester - Not more than three grades of Low Performance (LP). No Credit (NC) grades are not allowed.
- Cumulative at End of 2nd Semester - Not more than four grades of Low Performance (LP) or lower, not to include more than one grade of No Credit (NC).
- Cumulative at End of 3rd Semester - Not more than five grades of Low Performance (LP) or lower, not to include more than one grade of No Credit (NC).

Evening MBA:

- At End of 1st Semester – Not more than one grade of Low Performance (LP) or lower, not to include more than one grade of No Credit (NC).
- Cumulative at End of 2nd Semester – Not more than three grades of Low Performance (LP) or lower, not to include more than one grade of No Credit (NC).
- Cumulative at End of 3rd Semester and beyond - Not more than five grades of Low Performance (LP) or lower, not to include more than two grades of No Credit.

Weekend Executive MBA:

- At End of 1st Semester - Not more than one grade of Low Performance (LP) or lower, not to include more than one grade of No Credit (NC).
- Cumulative at End of 2nd Semester - Not more than three grades of Low Performance (LP) or lower, not to include more than two grades of No Credit (NC).
- Cumulative at End of 3rd Semester and beyond - Not more than five grades of Low Performance (LP) or lower, not to include more than two grades of No Credit (NC).

Modular (Hybrid) MBA for Executives:

- Cumulative, Counting Courses that Finish in the Second Residency - Not more than one grade of Low Performance (LP) or lower, not to include more than one grade of No Credit (NC).
- Cumulative, Counting Courses that Finish in the Third Residency – Not more than three grades of Low Performance (LP) or lower, not to include more than one grade of No Credit (NC).
- Cumulative, beyond the Third Residency - Not more than five grades of Low Performance (LP) or lower, not to include more than two grades of No Credit (NC).

Master of Science Business Analytics (MSBA):

- At End of Pre-Fall - Not more than one grade of C. GPA of 2.0 or Greater. No Failing Grades (F).
- Cumulative, at End of Fall Semester – Not more than two grades of C or lower, not to include more than one failing (F) grade. A Cumulative GPA of 2.0 or greater.
- Cumulative, at End of Spring Semester – Not more than three grades of C or lower, not to include more than one failing (F) grade. A Cumulative GPA of 2.0 or greater.

Quantitative: Rate of Completion

The quantitative standard deals with the rate of completion or pace at which a student must progress through their program of study or degree. This has two areas of interest, the ***completion ratio*** and ***maximum timeframe***.

The completion ratio is the number of earned hours over the number of total attempted hours by the student. Earned hours are defined as those courses at which the student received an acceptable grade, D or better. Attempted hours are all classes that were taken toward the completion of the degree 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. This ratio must be at least 66.67% for the student to continue to qualify for federal financial aid.

Maximum timeframe is the total attempted hours allotted by the Department of Education that a student can receive federal financial aid. Federal regulation states that a student can receive

federal financial aid within 150% of the total hours needed towards the completion of the degree. For example, if a program of study requires 120 hours then the student will have reached maximum timeframe at 180 hours ($120 \times 1.5 = 180$). All attempted hours are included in the maximum timeframe calculation.

Satisfactory Academic Progress (SAP) Evaluation

All matriculated students pursuing a degree that requires greater than 1 year for degree completion are subject to an annual SAP evaluation here at Emory University. Annual SAP evaluations are conducted at the end of each academic year. An academic year consists of fall and spring semesters. If a student does attend in the summer term then they will be evaluated at the end of that semester. Students whose program of study is one year or less will be evaluated at the end of each semester of attendance. All grades must be reported in the system for the SAP process to be run by the Office of Financial Aid. Students who fail to meet the minimum SAP standards will be disqualified from receiving federal financial aid.

SAP Appeal Process and Approval

Students who are disqualified can submit a SAP appeal to the Office of Financial Aid in pursuit of regaining eligibility. The SAP appeal form can be found here, [SAP Appeal form](#). Submission of a SAP appeal form does not guarantee approval. The SAP committee will review all appeals, in the order received, and determine whether or not it can be approved. Students whose SAP appeal is approved will be placed on probation or a probationary Academic Plan. Probation allows the student one term to improve academic performance to meet SAP standards. Probationary Academic Plan allows the student more than one term to improve academic performance based on the terms and conditions given in the academic plan. Both statuses are considered conditional eligibility for federal financial aid. A student will be notified through email on the status of the appeal. The terms and conditions of approval will be outlined in the email.

Students who are submitting a 2nd SAP Appeal will be required to confirm they understand the terms and conditions of the approved appeal via email. 3rd SAP Appeals or higher will automatically be referred to the Director of Financial Aid or leadership for consideration. If approved, the student will be required to complete the SAP agreement form in person at the Financial Aid Office. 3rd or more SAP appeal decisions by the Director of Financial Aid or leadership are final.

Students should be aware if it is determined that it is mathematically impossible for a student to regain good standing or achieve the minimum SAP standards upon their graduation term, the SAP appeal cannot be approved. This is in conjunction with federal regulations concerning SAP, [FSA handbook](#).

Emory University-based Aid and SAP Policy

Undergraduate students who have been disqualified due to the SAP policy and have been awarded scholarships and/or grants by Emory University or a school/department on campus are not eligible to receive these awards. The student must have an approved SAP appeal with the Office of Financial Aid in order for these funds to disburse.

The Laney Graduate School and Rollins School of Public Health will allow institutional aid to disburse for those students who are not meeting SAP. All other graduate schools follow SAP policy when it comes to the disbursement of institutional aid.

Frequently Asked Questions: Satisfactory Academic Progress

1. What is Satisfactory Academic Progress (SAP)?

SAP is the federal policy that sets the academic requirements for students who are financial aid applicants or recipients. This policy includes the process the university uses to evaluate the academic performance of the student.

2. How is Satisfactory Academic Progress (SAP) 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 (SAP) calculated?

SAP is calculated at the end of the academic year, following the posting of grades, for students pursuing degrees that require more than 1 year to complete the degree. SAP is determined at the end of each semester for those students enrolled in degree-seeking programs of one year or less.

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

Yes; all attempted credits are included in the calculation for GPA and attempted hours.

5. How do Advanced Placement, Transfers, Study Aboard, or CLEP credits affect my SAP 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 grades included in “attempted” hours for the Satisfactory Academic Progress (SAP) calculation?

Yes; withdrawal from a class(es), regardless of the reason, will be counted in the SAP calculation as attempted hours.

7. What if I have been granted Retroactive Academic 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 of whether they have been exempted from GPA calculations under Retroactive Academic 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 sent as an update and reminder to students who are close to falling below the minimum standards. Students receiving this email should familiarize themselves with the policy and procedure.

9. I have been notified by the Office of Financial Aid that I have been disqualified, what should I do?

You may submit an appeal with the Office of Financial Aid. [SAP Appeal Form](#)

If you have any questions or concerns about Satisfactory Academic Progress (SAP) that were not addressed in the “Frequently Asked Questions”, please contact the Office of Financial Aid at (404) 727-6039.