

Satisfactory Academic Progress

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 who 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 annually for students who are enrolled in a degree-seeking program that takes more than one year to complete. 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. Rollins School of Public Health – Degree-seeking students must have a cumulative GPA requirement of 2.7.

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 on the Office of Financial Aid website. 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.

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 Rollins School of Public Health will allow institutional aid to disburse for those students who are not meeting SAP.

Frequently Asked Questions

1. What is Satisfactory Academic Progress?

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 measured?

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

3. How often is Satisfactory Academic Progress 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 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 W, WF, or WU are counted in the Satisfactory Academic Progress calculation as attempted hours.

6. 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.

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.

8. 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.

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.