

Section 3: Financial Aid and 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 each semester as follows.

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

- Master Programs (MA, MDP, MM, MS, MSM): Must maintain a 2.7 current GPA each semester and an overall 2.7 cumulative GPA.
- Doctor of Philosophy (PhD): Must maintain a 2.7 current GPA each semester and an overall 2.7 cumulative GPA.

Any student who fails for two successive semesters to pass two-thirds of the hours taken 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 graduate students is 150% of the hours required to complete their degree program. Time to degree completion is calculated for all credit hours for which the student enrolls or receives credit at Emory and any of the following grades are assigned: 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.

- Master Programs (MA, MDP, MM, MS): Must complete degree within 108 attempted units based on a 72 unit degree requirement.
- Doctor of Philosophy (PhD): Must complete degree within 324 attempted units based on a 216 unit degree requirement.

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 term. Students on probation must receive a GPA of at least 2.7 and are not permitted to receive grades of F, U, W, WF, WU, I, IF, or IU. 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 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 by 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 your complete appeal by this date may result in your probationary term being postponed 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. For more information, including answers to some frequently asked questions, please refer to the [Satisfactory Academic Progress page](#) of the Office of Financial Aid's website (click on *Laney Graduate School SAP Policy*).

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