

Federal regulations require the Office of Financial Aid, Scholarships, & Veterans Services (FASVS) to monitor the academic progress of all students enrolled at Emporia State. Reviews are done at the end of each term (summer, fall, spring).

To remain eligible for financial aid you must:

- meet Pace
- meet or exceed a minimum cumulative GPA
- not exceed Maximum Time Frame
- not fail or withdraw from all courses in a term for which you are enrolled for

**Failure to maintain Satisfactory Academic Progress may result in the suspension of your financial aid and/or the loss of your financial aid eligibility. This includes all federal aid (Pell Grant, Supplemental Educational Opportunity Grant, Work Study, Direct Stafford Loans, and Teacher Education Assistance for College and Higher Education Grant) and State of Kansas programs.**

This policy applies to all terms of enrollment, not just those for which you receive financial aid. All Emporia State credit hours and all transfer credit hours accepted by Emporia State will be evaluated. The Office of Financial Aid, Scholarships, & Veterans Services reserves the right to re-evaluate your Satisfactory Academic Progress if additional coursework is received.

### Repeat Coursework

Any previously passed course (a grade of D or higher) may be repeated only once to be counted as beginning financial aid hours for the semester. For example, a student enrolls in EG 101 and receives a final grade of a D. Student enrolls in EG 101 a second time. This would be the last time EG 101 would be funded as the student has previously passed EG 101. If the student were to enroll in EG 101 again, those hours for EG 101 would not count in their financial aid offer. A student in this scenario will receive an email informing that financial aid will not be used in determining financial aid offers if the student enrolls in that course again.

### Pace

You must complete at least 67% (normal rounding rules) of the overall credit hours you attempt. This includes both the hours you attempt at Emporia State and all transfer hours that are accepted by the university at the time of evaluation.

**Attempted credit hours include:** all enrolled hours, remedial, repeated, credit/no credit, satisfactory/unsatisfactory, & transferred courses.

**Credit hours included in attempted hours but not in completed include grades of:**

**All Students: W, F, U, N, I, V, Y**

**Example 1:** A student who attempts 120 hours but only completes 75 hours would have a 63% completion rate. Since this is less than the minimum required 67% completion rate, student would not be meeting the standard for Pace.

### Cumulative GPA

Undergraduate – First 3 semesters	1.80 GPA
Undergraduate - 4 <sup>th</sup> semester & beyond	2.00 GPA
2 <sup>nd</sup> Bachelor	2.00 GPA
Graduate/Teacher Licensure	3.00 GPA

### Maximum Time Frame\*

Undergraduate	150% of program length
2 <sup>nd</sup> Bachelor	45 attempted hours**
Graduate	150% of program length
Teacher Licensure	150% of program length

\*Includes accepted transfer hours

\*\*Hours taken after first degree

### Financial Aid Warning

The first term you fall below the minimum standards for Pace and/or cumulative GPA, you will be given a warning period for your next term of enrollment at Emporia State. While on warning, you may continue to receive financial aid. A warning is given only to alert you that you are not meeting the minimum standards for pace and/or cumulative GPA for financial aid.

After the evaluation of your warning period, you will be placed back in a good standing or your financial aid will be suspended if minimum standards are not met.

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### Financial Aid Suspension

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Your financial aid will be suspended if any of the following occur:

- You fail to meet the minimum standards for Pace and/or GPA for two consecutive terms of enrollment
- You reach, exceed, or will not be able to graduate before reaching the Maximum Time Frame for your degree
- You fail, withdraw, and/or receive an incomplete grade from all courses in a term

You may appeal the suspension if you have extenuating circumstances.

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### Financial Aid Appeal Process

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If your financial aid is suspended and you have extenuating circumstances that caused you to not meet the standards, you may appeal the suspension. You can find the appeal form online at [www.emporia.edu/finaid/forms](http://www.emporia.edu/finaid/forms).

You **must** submit documentation of your extenuating circumstances along with a typed detailed statement. You will also need to meet with your Academic Advisor to complete the Advisor Section. **If your financial aid was suspended for Maximum Time Frame, you must also submit the degree plan that is on the third page of the appeal form. The degree plan must be signed by your academic advisor and list the required courses left for you to take for your degree, in which semesters you will take them, and when you will graduate.**

All appeals are reviewed by the Satisfactory Academic Progress Committee on a case-by-case basis. If you are a required withdrawal from the university, your financial aid appeal will not be reviewed until you are academically reinstated. Upon review of your appeal, it may be determined that you will need to appear in front of the Committee to discuss your appeal. **Decisions made by the Committee or the Office of Financial Aid, Scholarships, & Veterans Services are final and cannot be appealed.**

If your appeal is approved, you will be placed on financial aid probation or academic plan for your next term of enrollment.

If you are on financial aid probation you will need to meet Satisfactory Academic Progress by the end of the probation term or follow the plan approved for you. Typically, Undergraduate/2<sup>nd</sup> Bachelor students must achieve a term GPA of 2.00 or higher and complete all courses for which you are enrolled in with a D or higher. Graduate/Teacher Licensure students must achieve a term GPA of 3.00 and complete all courses for which

you are enrolled in with a D or higher. There may be other conditions of your plan that must followed. These conditions will be on your reinstatement email/letter that is sent to you.

FASVS reserves the right to place conditions on the reinstatement of your financial aid. You will be notified by email and/or a letter sent to the address on your appeal form.

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### Third Strike Policy

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Failure to meet the minimum standards or the conditions of your second consecutive reinstatement at the end of your next term of enrollment will result in the suspension of your financial aid. You will not be eligible to appeal until you have completed at least the number of credit hours with a term GPA respective to your degree listed in "How to Re-Establish Eligibility".

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### How to Re-Establish Eligibility

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If you do not have an extenuating circumstance or your appeal was denied reinstatement, you must successfully complete and pay for a full-time semester on your own resources with the following conditions:

	Term GPA
Undergraduate/2 <sup>nd</sup> Bachelors	2.00
Graduate/Teacher Licensure	3.00

For an appeal to be considered you must have the minimum term GPA and not have received a grade of **W, F, U, N, I, V, Y** for the term you completed on your own resources.