

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 semester (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

**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 semesters 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. Your status will be reevaluated when course(s) originally submitted with a grade of Y are updated to its final grade.

### 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 | 150% of program length** |
| Graduate                 | 150% of program length   |
| Teacher Licensure        | 150% of program length** |

\*Includes accepted transfer hours

\*\*Separate form required to determine length

### Financial Aid Warning

The first semester you fall below the minimum standards for Pace and/or cumulative GPA, you will be given a warning period for your next semester 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.

### Financial Aid Suspension

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 semesters of enrollment
- You reach, exceed, or will not be able to graduate before reaching the Maximum Time Frame for your degree

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 complete the appeal form online at <https://www.emporia.edu/financial-aid/forms-publications-and-resources/>.

You **must** submit documentation of your extenuating circumstances along with a detailed statement of what led you to not meeting the standards and what steps you have taken to help ensure those circumstances will not happen again. Your Academic Advisor will also need to complete the Advisor Section and sign off on the Semester Academic Plan in the appeal.

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 an academic plan for your next semester of enrollment. You must submit a Semester Academic Plan each semester you are on an academic plan until you are meeting the minimum standards for Cumulative GPA and Pace. Students on an academic plan for exceeding the maximum timeframe must submit a Semester Academic Plan each semester until graduation. Semester Academic Plans can be submitted for the semester of enrollment online once you have enrolled for that semester. Your Academic Advisor will need to sign this plan as well. If you make changes to your semester schedule while in the add/drop period, you will be required to submit a new Semester Academic Plan. If you withdraw from courses after the add/drop period you will be required to re-appeal for future eligibility.

Typically, Undergraduate/2<sup>nd</sup> Bachelor students must achieve a semester 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 semester 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 be 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 semester of enrollment will result in the suspension of your financial aid. You will not be eligible to appeal until you have successfully completed and paid for the hours in the Appeal Denied section or meet the Satisfactory Academic Progress standards in "How to Re-Establish Eligibility" in this policy.

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### Appeal Denied

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Unless otherwise stated in your decision letter, if your appeal was denied reinstatement, you must successfully complete a total of 12 credit hours for Undergraduate/2<sup>nd</sup> Bachelors or 9 credits hours for Graduate/Teacher Licensure students, and have paid for those hours in full with your own resources, which can include a private student loan. For an appeal to be considered you must have the minimum semester(s) GPA listed below and not have received a grade of **W, F, U, N, I, V, Y** for the semester(s) you completed on your own resources.

|   | Semester(s) GPA |
|---|-----------------|
| Undergraduate/2 <sup>nd</sup> Bachelors | 2.00            |
| Graduate/Teacher Licensure              | 3.00            |

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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 you can reestablish eligibility by taking courses at your own expense in a subsequent semester(s) until the standards for Satisfactory Academic Progress are met.

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### Deadlines for Appeals

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|-------------------------|---|
| Summer 2021             | By the 5 <sup>th</sup> day of first class |
| Accelerated Summer 2021 | By the 5 <sup>th</sup> day of first class |
| Fall 2021               | August 27, 2021                           |
| Accelerated Fall 2021   | September 03, 2021                        |
| Spring 2022             | January 25, 2022                          |
| Accelerated Spring 2022 | January 25, 2022                          |