Federal regulations require the Office of Financial Aid (OFA) to monitor the academic progress of all students applying for federal financial aid. All financial aid applicants will be reviewed for Satisfactory Academic Progress (SAP) at least annually, typically at the end of each spring semester.

Satisfactory Academic Progress for federal financial aid is based upon three measurements:

1. Percent of attempted credit hours completed
2. Cumulative grade point average
3. Maximum time frame in which to complete a course of study

This policy applies to all semesters of enrollment, not just those in which financial aid was received. All WSU credit hours and all transfer credit hours recorded by the WSU Registrar's Office will be evaluated when monitoring completion of attempted credit hours (PACE), Cumulative Grade Point Average (GPA), and maximum timeframe. Failure to maintain Satisfactory Academic Progress guidelines for federal financial aid will result in financial aid suspension and the loss of federal aid eligibility.

1. **Pace - Completion of Attempted Credit Hours**

   Students must complete at least 67% (rounded up) of the credit hours attempted. This includes both WSU hours and all transfer credit hours recorded by the WSU Registrar’s Office at the time of the evaluation. **Attempted credit hours** include all enrolled hours, and include remedial, credit/no credit, satisfactory/unsatisfactory, and repeated classes. **Completed hours include** those for which a grade of A, B, C, D, credit or satisfactory was received. **Completed hours do not include** grades of F, incomplete (I), no credit, unsatisfactory or hours that are audited, dropped, withdrawn from or stopped attending.

   **Pace Examples**

   - Susie has attempted 114 hours overall at the time of the annual SAP review at the end of the academic year. Of the 114 hours attempted, she has successfully completed 87 hours (76% of the coursework attempted). She also has a 2.5 cumulative GPA. She is meeting SAP standards.
   - Bill has attempted 65 hours overall at the time of the annual SAP review at the end of the academic year. Of the 65 hours attempted, Bill has successfully completed a total of 32 hours (49% of the coursework attempted) and has a 2.5 cumulative GPA. Bill is NOT meeting minimum SAP standards because he has not successfully completed 67% of his attempted hours.

2. **GPA - Cumulative Grade Point Average**

   - Undergraduate 2.00 GPA
   - Graduate 3.00 GPA

3. **Maximum Time Frame**

   Federal regulations limit eligibility for federal financial aid to no more than 150% of the published length of a student’s educational program. WSU applies this limit to the total number of attempted credit hours. If there is a change in major or degree, the student may request that the maximum time frame be re-evaluated for the new program.

   **Undergraduate Students**

   - Associate’s degree 90 attempted hours
   - Bachelor’s degree 186 attempted hours
   - Second or subsequent Bachelor’s degree 271 (includes hours toward 1st degree)

   **Graduate Students**

   Graduate students may not exceed 150% of the published length of the educational program. Additional graduate programs are NOT evaluated independently.

   **Maximum Time Frame Examples for Graduate Students**

   - John has attempted 45 hours in a graduate program that requires 36 hours for completion. He is meeting the SAP maximum time frame standard because his degree program allows up to 54 hours in accordance with the 150% allowance.
   - Jane has attempted 66 hours overall (30 in her first graduate degree and 36 in her second). Her second master’s degree program requires 36 hours for completion. She is NOT meeting the SAP maximum time frame standard because she has exceeded the 54 hours permitted within the 150% allowance.
Federal Financial Aid Suspension
If a student fails to meet Satisfactory Academic Progress guidelines, as outlined below, during the annual evaluation process, they will be placed on financial aid suspension.

→ Student failed to meet the required GPA and/or Pace (67% completion rate of attempted credit hours)

→ Student meets or exceeds the maximum time frame for the program of study.

Students placed on financial aid suspension may appeal the suspension and, if approved, have their aid reinstated for one semester on “financial aid probation.” Students on financial aid probation will be expected to make Satisfactory Academic Progress at the end of their financial aid probation semester or successfully follow the academic plan designed specifically for the student (as explained below in the appeal process). Failure to meet either of these expectations will result in the student being placed, once again, on financial aid suspension.

Federal Financial Aid Appeal Process
If extenuating circumstances prevented a student from meeting the federal financial aid Satisfactory Academic Progress requirements, the student may appeal the suspension of their financial aid. Appeals must be typed, and circumstances must be documented. The appeal should also include an academic plan that the student has designed with their academic adviser. An academic plan allows the student the opportunity to show that they successfully met the conditions of the academic plan designed for them, even though they may still be below the federal Satisfactory Academic Progress guidelines. This academic plan would ensure that the student could make Satisfactory Academic Progress by a specific point in time.

All appeals are reviewed by a committee, or by an individual financial aid professional staff member on a case-by-case basis, and the decision of the committee is final. Specific appeal procedures will be mailed with the notice of ineligibility or can be obtained on-line at www.wichita.edu/finaidforms. The OFA reserves the right to put stipulations on the reinstatement of a student’s federal financial aid. Students will be notified of the appeal decision either by email or paper communication.

Attention Graduate Students
Undergraduate courses numbered 500-level and below are not included as completed hours for graduate students per the WSU Satisfactory Academic Progress Policy for federal financial aid. If a student is required to enroll in an undergraduate class for the graduate degree, an appeal must be made which includes supporting documentation from the academic adviser that confirms the undergraduate course is required.

Graduate students who receive a federal financial aid suspension letter due to a grade of incomplete (I) associated with a thesis, dissertation or project/research are advised to contact their graduate academic adviser and request a Degree Plan of Study relative to their established coursework. The Degree Plan of Study must be signed by the student’s graduate academic adviser and may be requested from the OFA for subsequent academic years until the student has successfully graduated with a Masters or Doctorate degree.

The Degree Plan of Study must be submitted to the OFA along with the student’s appeal. The suspension status will be removed only if the student has met the conditions of the Degree Plan of Study and the WSU’s Federal Financial Aid Satisfactory Academic Policy as it applies to other graduate coursework attempted and the required graduate 3.0 GPA. If these conditions have not been met, the student will be subject to WSU’s Federal Financial Aid Satisfactory Academic Progress Policy appeal procedures and process as it relates to the student’s extenuating circumstance.

Re-establishing Federal Financial Aid Eligibility
If a student did not have extenuating circumstances, or if their appeal was denied, they may re-establish eligibility for federal financial aid. To re-establish eligibility the student must, take courses at their own expense in a subsequent term or terms and meet the standards for Satisfactory Academic Progress as outlined in this document.

Notice of Nondiscrimination
Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, political affiliation, status as a veteran, genetic information or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Executive Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138; telephone 316-978-3186.