Federal regulations require the 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) a minimum of once per year, typically at the end of each spring semester.

SAP is based upon three measurements:

1. **Percent of attempted credit hours earned (PACE)**
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 the percentage of attempted credit hours earned (PACE), Cumulative Grade Point Average (GPA), and maximum time frame. Failure to maintain Satisfactory Academic Progress guidelines for federal financial aid will result in financial aid suspension and the loss of financial aid eligibility.

### GPA: CUMULATIVE GRADE POINT AVERAGE

- Undergraduate: 2.00 GPA
- Graduate: 3.00 GPA

### MAXIMUM TIME FRAME FOR DEGREE COMPLETION

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.

- Example: 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.
- Example: 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.
FINANCIAL AID SUSPENSION
If a student fails to meet SAP 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 meet Satisfactory Academic Progress by 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 back on financial aid suspension.

GRADUATE STUDENTS AND SAP
Undergraduate courses numbered 500-level and below are not included as completed hours for graduate students per the WSU Satisfactory Academic Progress Policy for financial aid. If a student is required to enroll in an undergraduate course 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) or in progress (IP) 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 Financial Aid Satisfactory Academic Policy as it applies to other graduate coursework attempted and the required 3.0 GPA. If these conditions have not been met, the student will be subject to WSU’s Financial Aid Satisfactory Academic Progress Policy appeal procedures and process as it relates to the student’s extenuating circumstance.

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 will successfully meet the conditions of their academic plan, even though they may still be below the federal Satisfactory Academic Progress guidelines. This academic plan ensures the student will meet Satisfactory Academic Progress by a specific point in time. If a student drops courses before the 100% refund date, the student will be required to submit a Revised Academic Plan. If courses are dropped after the 100% refund date, the student will be required to re-appeal for future eligibility.

All appeals are reviewed by a committee, or by an individual financial aid professional on a case-by-case basis. **The decision of the committee is final.** Appeal procedures will be mailed with the notice of ineligibility or can be obtained on-line at [www.wichita.edu/finalaidforms](http://www.wichita.edu/finalaidforms). 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 by email or paper communication.

RE-ESTABLISHING ELIGIBILITY
If a student did not have extenuating circumstances, or if the appeal was denied, it is still possible to re-establish eligibility for financial aid for future terms. To re-establish eligibility, the student must take courses at their own expense in a subsequent term(s) and meet the standards for Satisfactory Academic Progress.

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.