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 are reviewed for Satisfactory Academic Progress a minimum of once per year, typically at the end of each spring semester.

To maintain Satisfactory Academic Progress, you must:

1. Successfully complete at least 67% of all attempted credit hours (PACE)
2. Maintain at least the minimum cumulative grade point average (GPA)
3. Complete your degree program within the maximum time frame of no more than 150% of your program's length

Failure to maintain Satisfactory Academic Progress standards will result in a financial aid suspension and the loss of your financial aid eligibility.

This policy applies to all semesters of enrollment, not just those in which you received financial aid. All WSU credit hours and all transfer credit hours recorded by the WSU Registrar's Office will be evaluated.

**PACE: PERCENT OF ATTEMPTED CREDIT HOURS EARNED**

You must complete at least 67% (rounded up) of your overall 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**Attempted credit hours include:** all enrolled hours (including withdrawn courses); remedial; credit/no credit; satisfactory/unsatisfactory; and repeated courses.

**Completed hours include:** grades of A, B, C, D (including plus/minus); credit; or satisfactory.

**Completed hours do NOT include:** grades of F; incomplete (); in progress (IP); no grade submitted (NGS); no credit; unsatisfactory; or hours that were audited, dropped, withdrawn from, or ones you stopped attending.

- **Example 1:** Susie has attempted 114 credit hours at the time of the annual Satisfactory Academic Progress review. She has successfully completed 87 hours (76% of the hours attempted). She is meeting the Satisfactory Academic Progress standard for Pace.
- **Example 2:** Bill has attempted 65 credit hours at the time of the annual Satisfactory Academic Progress review. He has successfully completed 32 hours (49% of the hours attempted). He is NOT meeting the Satisfactory Academic Progress standard for Pace because he has not successfully completed at least 67% of his attempted credit hours.

**GPA: MINIMUM CUMULATIVE GRADE POINT AVERAGE**

- Undergraduate Students: 2.00 GPA
- Graduate Students: 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 your educational program. Wichita State applies this limit to the total number of attempted credit hours.

**Maximum Time Frame: 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)

**Maximum Time Frame: Graduate Students**

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

- **Example 3:** John has attempted 45 hours in a graduate program that requires 36 hours for completion. He is meeting the Satisfactory Academic Progress standard for Maximum Time Frame because his degree program allows up to 54 hours in accordance with the 150% allowance.
- **Example 4:** Jane has attempted 66 hours of graduate credit (32 in her first graduate degree and 34 in her second). She is NOT meeting the Satisfactory Academic Progress standard for Maximum Time Frame because she has exceeded the 54 hours permitted within the 150% allowance of graduate degrees.

**FINANCIAL AID SUSPENSION**

If you fail to meet the Satisfactory Academic Progress standards (Pace, GPA, or Maximum Time Frame) during the annual evaluation process, you will be placed on financial aid suspension.

You may appeal the suspension. If your appeal is approved, your aid may be reinstated for one semester on “financial aid probation.”
If you are on financial aid probation, you will be expected to meet Satisfactory Academic Progress by the end of your financial aid probation semester or successfully follow the academic plan designed specifically for you (as explained below in the appeal process). Failure to meet either of these expectations will result in 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 Satisfactory Academic Progress Policy for financial aid. If you are required to enroll in an undergraduate course for the graduate degree, your appeal must include supporting documentation from the academic adviser that confirms the undergraduate course is required.

If you receive a financial aid suspension letter due to a grade of incomplete (I) or in progress (IP) associated with a thesis, dissertation or project/research, you should contact your graduate academic adviser and request a Degree Plan of Study relative to your established coursework. The Degree Plan of Study must be signed by your graduate academic adviser and could be required by the OFA for subsequent academic years until you have successfully graduated with a Master's or Doctorate degree. The Degree Plan of Study must be submitted to the OFA along with your appeal. The suspension status will be removed only if you have met conditions of the Degree Plan of Study, the Satisfactory Academic Policy as it applies to other graduate coursework attempted, and the required 3.0 GPA. If these conditions have not been met, you will be subject to the Satisfactory Academic Progress appeal process and procedures as it relates to your extenuating circumstance.

**FINANCIAL AID APPEAL PROCESS**
If extenuating circumstances prevented you from meeting the financial aid Satisfactory Academic Progress requirements, you may appeal the suspension. You can obtain the appeal application and instructions on-line at www.wichita.edu/sapappeal.

You must type the appeal and include documentation of your extenuating circumstances. The appeal must also include an academic plan that you have designed with your academic adviser. The academic plan allows you to show that you will successfully meet the conditions of your academic plan, even though you may still be below the Satisfactory Academic Progress standards. This academic plan ensures that you will meet the required standards by a specific point in time.

If you drop courses BEFORE the 100% refund date, you must submit a Revised Academic Plan.

If you drop courses AFTER the 100% refund date, you 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.

The OFA reserves the right to put conditions on the reinstatement of your federal financial aid. You will be notified of the appeal decision by email or paper communication.

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

**CONSUMER INFORMATION**
Federal financial aid regulations (The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA)) requires the disclosure of general information to prospective and currently enrolled students with regard to consumer information. In accordance with these regulations, every effort has been made to provide the most accurate and up-to-date information available; however, the content of this information is subject to change due to changes in federal, state, or institutional policies and procedures. For additional consumer information, please visit www.wichita.edu/consumerinfo.

**NOTICE OF NONDISCRIMINATION**
Wichita State University does not discriminate in its employment practices, educational programs or activities on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran. Retaliation against an individual filing or cooperating in a complaint process is also prohibited. Sexual misconduct, relationship violence and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Acts of 1972. Complaints or concerns related to alleged discrimination may be directed to the Director of Equal Opportunity or the Title IX Coordinator, Wichita State University, 1845 Fairmount, Wichita, KS 67260-0138; telephone (316) 978-3187.