Student Financial Services
G-1 Parker Hall, 300 W. 13th Street
Rolla, MO 65409
P: 573/341-4282 F: 573/341-4274

SATISFACTORY ACADEMIC PROGRESS (SAP) PLAN FORM
For Requesting Reinstatement of Financial Aid

Student Information

First Name:_____ M.I.:_____ Last Name:_____

Student ID:_____ Email:_____ Phone: _____

Appeal Acknowledgments (Check all fields to confirm you understand – All fields are required)

☐ I have reviewed the Satisfactory Academic Progress (SAP) Policy on-line at sfa.mst.edu/resources/policies/.

☐ I understand I have been placed on Financial Aid Probation for failure to meet one or more SAP requirements, which include a minimum GPA, completion of 75% of all attempted credit hours, and/or exceeding the maximum time frame for completion of my program.

☐ I understand I may be asked to provide additional documentation to support my reason for the appeal.

☐ I understand that I must submit the appeal statement on the second page and that I must submit the academic plan with my advisor's signature on the third page to complete this form.

☐ I understand that if I was on SAP Probation in the last semester, that I have completed the required visit with the S&T Student Success Center (117 Innovation Lab) prior to submitting this appeal.

Appeal Considerations

- Appeal must be submitted *before* the last two (2) weeks of the semester to be considered. If submitted in the last two (2) weeks, the committee will review as time permits.
- You will receive notification by Missouri S&T email once the SAP Appeal Committee has reviewed your appeal for a decision.
- Students who have lost financial aid eligibility may regain Satisfactory Academic Progress requirements without the use of financial aid programs.

By signing below, you acknowledge that you have read and will meet the requirements listed above.

Student Signature _____ **Date** _____

Return form to Student Financial Services
In-person/mail: G-1 Parker Hall
300 West 13th Street Rolla,
MO 65409-0250
Fax: 573.341.4274
Submit in Joe'SS: Secure Document Upload (QR Code provided)

Appeal Statement

Please provide in 750 words or less an explanation of:

1) **why you did not meet SAP requirements,**
2) **what changes have or will occur which will enable improvement, and**
3) **what requirements are needed to regain satisfactory academic progress:**

SATISFACTORY ACADEMIC PROGRESS (SAP) ACADEMIC PLAN - ADVISING FORM

The federal government (law 34 CFR 668.34) says that colleges must get an Academic Plan from students who do not meet the university's academic progress rules, called SAP (Satisfactory Academic Progress).

Students: You need to fill out this form with your plan for the next three school terms (must start with the term for which you are requesting funding). For each class, include:

- The course name and number
- How many credits it's worth
- The grade you expect to earn

Then, figure out your expected GPA based on your planned grades. Only the classes you need to graduate can be counted for financial aid. **This form must be signed by you and your Academic Advisor**.

Academic Advisors: Federal rules require that S&T's Student Financial Services office collects an Academic Plan from students who have not met SAP, as defined by the U.S. Department of Education. This is different from academic probation. Please check the student's plan below to make sure it's realistic and includes only the classes needed for their degree. If it looks accurate, sign and date the form. Without this signed form, the student cannot receive federal financial aid for their next term.

Full Name:_____ Student ID:_____

Last First MI

Major:_____ Degree: Bachelors ☐ Masters ☐ PhD ☐

Expected Graduation Date:_____ Current GPA:_____ Current Hours Completed:_____

Academic Plan Semester 1 Term: _____

Department	Course Number	Credit Hours	Expected Grade (A,B,C,D)	Points*

Projected Semester GPA: _____ Projected GPA: _____

Academic Plan Semester 2 Term: _____

Department	Course Number	Credit Hours	Expected Grade (A,B,C,D)	Points*

Projected Semester GPA: _____ Projected GPA: _____

Academic Plan Semester 3 Term: _____

Department	Course Number	Credit Hours	Expected Grade (A,B,C,D)	Points*

Projected Semester GPA: _____ Projected GPA: _____

*Points (A=4 times Cur Hrs, B=3x Cur Hrs, C=2x Cur Hrs, D=1x Cur Hrs

Advisor Signature _____ **Date** _____

PRINT Advisor's Name _____