



ATTENTION ADVISORS- A students on a financial aid appeal plan will only be considered for renewal with the submission of a completed academic plan developed by the student and his or her advisor. At the end of each semester, the student’s academic record will be reviewed to ensure that he or she is following the plan from the previous semester. This plan will be submitted, to the financial aid office, until the student reaches good standing in his/her financial aid status.

The plan must demonstrate an outline of the coursework necessary to COMPLETE HIS OR HER DEGREE and ACHIEVE THE MINIMUM SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS.

SECTION 1-STUDENT INFORMATION

Student’s Name: _____ Student ID: _____

Current Major: _____ Anticipated Graduation Date: _____

SECTION 2-ACADEMIC PLAN

Develop a plan that includes the classes and grades he or she must earn to ensure SAP will be met within the time frame provided. The number of semesters required depends on the student’s situation; however, there are restrictions to the time frame. If the student is enrolled in a certificate program, the plan may not exceed two full time semesters or four part time semesters. If the student is enrolled in an associate degree program, the plan may not exceed four full time semesters or eight part time semesters.

ONLY OUTLINE THE COURSES NEEDED FOR THE STUDENT’S CURRENT MAJOR.

If the student’s cumulative GPA is currently below a 2.0, please indicate the actual grades needed to be earned in order to achieve SAP standards.

Semester _____

Course Name	Credit Hours/Grade Needed to Graduate
Example: Math 110	Example: 3/B

ADDITIONAL COMMENTS:

By signing, I certify that I have discussed the academic plan contained in this recommendation with the student.

Academic Advisor: _____ Date: _____

Student: _____ Date: _____