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

I have reviewed the Satisfactory Academic Progress (SAP) Policy on-line at https://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 documentation to support my reason for appeal.

I understand that I must submit the appeal statement on the second page to complete this form.

I understand that I must submit the academic plan with my advisors signature on the third page.

Appeal Considerations

If you have a Federal Work-Study job, you must cease work immediately. You are ineligible to work until financial aid eligibility is reinstated.

You will receive notification by Missouri S&T email once the Financial Assistance 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 Assistance
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

Federal regulation (34 CFR 668.34) require institutions of higher education to obtain an Academic Plan from students who fail to meet SAP standards established by the university. If you have questions concerning our SAP policy, please contact Student Financial Assistance at (573) 341-4282 or refer to the policy at https://sfa.mst.edu/resources/policies/.

Instructions for student: List the course title and number, course number of credits, and projected grade for each course for your next three terms of enrollment, including the current (or next) semester you plan to enroll. Calculate your projected GPA based on your goals. By federal law, the Student Financial Assistance Office will only consider funding for the courses needed to meet the course requirements for graduation. **This form must be signed by you and your Academic Advisor.**

If you achieve SAP requirements before the end of your academic plan, future semesters will not be reviewed.

Instructions for Academic Advisor: Federal regulations require the S&T Financial Assistance office establish an Academic Plan for students who have failed to meet SAP as defined by the Department of Education. SAP is unrelated to Academic probation. Please review the planned curriculum to ensure this is a realistic plan for the student and that the coursework is required for the student's academic program, and if those conditions are true, please sign and date the form. The student cannot receive federal financial assistance for the upcoming academic semester without this document.

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 _____