

SATISFACTORY ACADEMIC PROGRESS ACADEMIC RECOVERY PLAN

STUDENT NAME

STUDENT ID

ADVISOR / DEPT. CHAIR / STAFF NAME

ADVISOR, ETC. PHONE OR EMAIL

PURPOSE

Students who have had their federal financial aid eligibility suspended due to not meeting Satisfactory Academic Progress (SAP) standards may appeal if they had *extenuating circumstances* affect their ability to meet the required SAP standards.

To meet Satisfactory Academic Progress (SAP) standards, students are required to:

- Earn at least 67% of the credits they have attempted. (*earned credits / attempted credits = %*)
- Maintain a cumulative GPA of 2.0 + after four semesters at Millersville (undergraduate) or 3.0 + (graduate).
- Complete their degree program withing a maximum timeframe of 150% of the published length of their program.

For more detailed information on the SAP policy and the effect of special grades and repeating courses, go to: millersville.edu/fa-sap

SECTION A: TO BE COMPLETED BY ADVISOR & REVIEWED WITH STUDENT

If the student's academic advisor is unable to meet with them, this plan can be created by the student's department chair, a student success coach, or a staff member from Academic Advisement.

Current Program of Study: _____ Projected Graduation Date: _____

Total Credits Needed: _____ Total Credits Attempted: _____ Total Credits Earned: _____ Total Credits Remaining: _____

Please describe the plan uniquely created for and discussed with the student. If needed, attach a separate sheet. This plan should outline the student's academic goals for future terms as well as resources you have discussed with the student to help ensure the best chance of success in the classroom and measurable progress toward degree completion.

I have reviewed university resources available to the student such as tutoring, the writing center, counseling services, etc. and I have discussed using their Degree Audit to keep track of their remaining courses needed. ☐ YES ☐ NO

If I am recommending the student repeat a course(s), I have informed the student to check with the Office of Financial Aid to ensure this will not have further negative impact on the students SAP. ☐ YES ☐ NO ☐ N/A

SECTION B: TO BE COMPLETED BY STUDENT

Based on advice from my advisor and my own analysis of my previous academic performance and other factors that negatively impacted my academic success, here are four actions that I will take to help me achieve satisfactory academic progress.

Action 1	I will meet with my advisor/department chair _____ times during the semester.
Action 2	
Action 3	
Action 4	

SECTION C: REQUIRED SIGNATURES

STUDENT SIGNATURE

DATE

ADVISOR / DEPT. CHAIR / STAFF SIGNATURE

DATE

ADDITIONAL INFORMATION & RESOURCES

For easy access to information and resources, scan the QR code with your mobile phone or visit the link below!



Satisfactory Academic Progress (SAP) Policy
millersville.edu/fa-sap



Meet with Financial Aid
millersville.edu/fameeting



SAP Appeal Tips
millersville.edu/fa-appeal



Student Success Resources
millersville.edu/currentstudents

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