

Satisfactory Academic Progress (SAP) Academic Plan

Manchester University fosters student success through the completion of academic goals. Students are required to maintain Satisfactory Incremental Academic Progress (SAP) each year in order to maintain eligibility to receive all sources of financial aid.

The purpose of the Academic Success Planning guide is to assist you in assessing your current situation and goals, identifying resources, and making changes to help you get back on track. The following checklist outlines the steps necessary to begin the appeal process with the office of student financial services in order to continue receiving financial aid. Please complete the steps listed below.

ACADEMIC SUCCESS RECOMMENDATIONS & REQUIREMENTS

Step 1: Make an appointment with your Success Advisor.

Your Success Advisor's contact information can be found on Spartan Success under Network. You can also find this information on the My Progress tab on Spartan Self Service.

Step 2: During your meeting with your Success Advisor, you should:

- Evaluate your course plan and adjust, as necessary.
- Identify obstacles from your previous terms that negatively impacted your success.
- Discuss academic success strategies and other resources.
- Calculate your term GPA goals and cumulative GPA projections for each semester.
- Connect and build the valuable relationship between you and your Success Advisor.
- After discussing the plan, both you and your Success Advisor should sign and submit it.

Step 3: Write an appeal letter that details the previous semesters, factors that contributed your GPA positively or negatively, and specific action steps to get back on track academically. Please include documentation that will support your appeal letter such as medical documentation or obituary

Step 4: Follow through with the Academic Success Plan that you have created.

Financial Aid – Satisfactory Academic Progress Requirements:

- ✓ **Undergraduate Cumulative Grade Point Average (cGPA):**
 - 1-24 credit hours: 1.6
 - 25-47 credit hours: 1.8
 - 48+ credit hours: 2.0
- ✓ **Pace Rate:** 67%
- ✓ **Maximum Timeframe:** Prior to completing 92 credit hours

If one or more of the requirements are not met, students may be denied federal financial aid.



Student Information

Student Name: _____ ID: _____

Academic Advisor: _____ Success Advisor: _____

Major/Minor: _____

Term: _____ Date: _____

Current Academic Status

Current Attempted Credit Hours		Current Earned Credit Hours	
Current Completion Rate (earned ÷ attempted)		Current cumulative GPA	

Satisfactory Academic Plan

Semester 1: _____

Total Term Credits	
Projected Term GPA	
Projected Pace Rate Percentage	

Semester 2: _____

Total Term Credits	
Projected Term GPA	
Projected Pace Rate Percentage	

Semester 3: _____

Total Term Credits	
Projected Term GPA	
Projected Pace Rate Percentage	

Semester 4: _____

Total Term Credits	
Projected Term GPA	
Projected Pace Rate Percentage	

***use additional semesters as appropriate**

Success Advisor Statement:

This student and I have discussed this academic progress and goals to formulate this academic plan. I believe this academic plan is attainable for this student and appropriate for progressing during study.

Success Advisor's Signature

Date

Student's Statement:

I have discussed my academic progress with my Success Advisor to formulate my academic plan. I agree that this academic plan is attainable for me and I agree to adhere to the terms of this academic plan. I understand that I must complete the requirements to receive financial aid. I understand that my financial aid will be revoked if I do not complete the requirements of this academic plan.

If at any time I feel that I am in danger of not completing the requirements of this academic plan, I agree to contact my Success Advisor and Student Financial Services to discuss my situation and options.

Student's Signature

Date