

# GRADUATE STUDENT SATISFACTORY ACADEMIC PROGRESS (SAP) PLANNING FORM

Please check current academic standing below:

☐ Good/Financial Aid Appeal

☐ Academic Warning

☐ Academic Probation

Name \_\_\_\_\_ 900 # \_\_\_\_\_

Program of Study \_\_\_\_\_ Telephone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street

City

State

Zip Code

Cumulative Grade Point Average \_\_\_\_\_ Email Address: \_\_\_\_\_@students.cau.edu

Credit Hours Earned Toward Degree \_\_\_\_\_ Credit Hours Still Needed \_\_\_\_\_

First Semester/Year at CAU \_\_\_\_\_ Last Semester/Year at CAU \_\_\_\_\_

Anticipated Graduation Date: ☐ May ☐ July ☐ December 20\_\_\_\_\_

**CAU Policy Statement:** Federal regulations require schools to have a **Satisfactory Academic Progress (SAP)** policy to ensure that all students receiving federal and state financial aid make measurable progress toward their degree. Clark Atlanta University assesses students' academic progress according to qualitative (final grades) and quantitative measures (percentage of credit hours that students successfully completed/time frame standards). Full or part-time graduate students receiving federal aid must:

- Maintain a minimum cumulative GPA of **3.0** or better
- Complete at least **67%** of all cumulative attempted credits
- Complete the degree program within **150%** of the published length of the program
- Verify their financial aid eligibility

Graduate students required to complete and submit an academic plan are not making satisfactory academic progress towards the completion of their degree program. An academic plan must be approved and signed off by the student and his/her academic advisor. In order for the student to maintain continued federal aid eligibility, the student must follow the academic plan each semester until the student achieves SAP or until the student graduates.

Faculty academic advisor must complete the following sections on this page:

Student’s SAP (at least 67%)

Cumulative Completed Credits \_\_\_\_\_ ÷ Cumulative Attempted Credits (Include “W,” “WU”) \_\_\_\_\_ = \_\_\_\_\_%

**Academic Progress:** The student must attempt \_\_\_\_\_ credit hours and earn (at least) a cumulative GPA of 3.0 (on a 4.0 scale) at the end of the current semester. To provide the opportunity for this student to comply with the Satisfactory Academic Progress policy, the conditions checked are strongly recommended:

- Enroll in and successfully complete all courses in which a grade of “C” or “F” was received.
- Make arrangements to successfully complete all courses in which a grade of "I" was received. Student has one semester to complete the course work.
- Develop an academic plan to include tutoring as recommended by the instructor, faculty advisor, and department chair.
- Hold regular meetings with the faculty advisor.
- Other \_\_\_\_\_

Recommendations/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SEMESTER PLAN OF ACTION

Semester (☐Fall ☐Spring ☐Summer)      Year 20 \_\_\_\_      Student must earn a \_\_\_\_\_ GPA

Subject/Course#	Course Title	Credit Hours	Required Grade

**The following signatures must be obtained in the order listed:**

**To the Faculty Advisor:** By signing this document, you certify that you have met with the graduate student and have discussed the requirements of the degree program the student is pursuing, according to his or her academic plan. Also, you agree that the classes and the total number of credits listed on the previous page apply toward that degree and are needed for the student to complete the course of study and graduate.

**Faculty Advisor's Name (Print/Type):** \_\_\_\_\_

**Faculty Advisor's Signature:** \_\_\_\_\_

**DATE** \_\_\_\_\_

**To the Graduate Student:** By signing this document, you certify that you have met with your faculty advisor and have discussed the requirements needed to raise your cumulative GPA to a minimum of 3.0.

**Graduate Student's Name (Print/Type):** \_\_\_\_\_

**Graduate Student's Signature:** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Department Chair's Name (Print/Type):** \_\_\_\_\_

**Department Chair's Signature:** \_\_\_\_\_

**DATE** \_\_\_\_\_

**School Dean's Name (Print/Type):** \_\_\_\_\_

**School Dean's Signature:** \_\_\_\_\_

**DATE** \_\_\_\_\_

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**Office of Graduate Education**

Arnetta Slaughter, Assistant Dean, Graduate Education

**Signature:** \_\_\_\_\_

**DATE** \_\_\_\_\_

Dr. Reginald K. Ellis, Dean, Graduate Education

**Signature:** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Office of Financial Aid**

Palmira Wakhisi, Associate Director, Financial Aid

**Signature:** \_\_\_\_\_

**DATE** \_\_\_\_\_