



ACADEMIC PLAN & ELIGIBILITY CONTRACT

Academic Year 2022-2023

DIRECTIONS

- 1) Complete this form with your Program Advisor
- 2) Return the signed and completed form back to the Student Services Office, and
- 3) Schedule time to review information with the Financial Aid Director

Return this form

By mail to:
 Student Financial Services
 Saint Martin's University
 5000 Abbey Way SE
 Lacey, WA 98503
Phone: (360) 438-4397
Fax: (360) 412-6190

All steps must be complete before financial aid can be released.

PART A – STUDENT INFORMATION

Name (last, first, middle initial)	Student ID#	Phone (include area code)
Current mailing address (street, apartment or PO Box number, city, state, ZIP code, country)		

PART B – ACADEMIC ADVISOR SECTION

Instructions for Academic Advisor: Federal regulations require the institution establish an Academic Plan-of-Action for students who have failed to meet SAP standards as defined by the Department of Education. **Financial Aid SAP eligibility is not the same as Academic probation.**

Please work with the student to develop a planned curriculum to ensure that s/he has a realistic academic plan and that the coursework listed is required for the student's declared program. Once this plan is developed and agreed upon, please sign and date the Academic Plan.

Degree program _____ Is this a Change of Major? Yes No

Expected Graduation Date: _____ Current Cumulative GPA: _____ Cumulative Degree Hours: _____

Semester 1

Term:

Course Name	Course Number	Credit Hours	Repeat (Y/N)	Required for Major

Semester 2

Term:

Course Name	Course Number	Credit Hours	Repeat (Y/N)	Required for Major

Advisor Name: _____ Advisor Signature: _____

PART C – STUDENT SECTION

I _____ agree that I will fulfill each of the following terms of this agreement to continue to receive my Financial Aid at Saint Martin's University while on Satisfactory Academic Probation to maintain SAP.

Students must initial each statement

_____ I understand that I am only allowed to enroll in the courses listed in section B.

_____ I will meet with my academic advisor.

_____ I will maintain a 2.0 GPA (undergraduate students) or a 3.0 GPA (Graduate Students).

_____ I will complete **ALL** of the courses I register for each semester.

_____ In the event I am unable to complete a course, I will notify my advisor and the Office of Student Financial Services Immediately

_____ I will attend class regularly and arrive to class on time

_____ I will meet with my instructors regularly to monitor my academic progress

_____ I will utilize the Learning and Writing Center to help me strengthen my study skills and behaviors

_____ I will check Self-Service to monitor my midterm and final grades

_____ I will check my Saint Martin's Email on a regular basis as it is the official means of communication on campus.

PART D - Certification

Student signature

Date