



Student Last Name _____ First Name _____ MI _____ Saint Martin's ID Number _____ Example: 000123456

ACADEMIC PLAN & ELIGIBILITY CONTRACT

Academic Year 2023-2024

Directions (All steps must be complete before financial aid can be released):

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

PART A – STUDENT INFORMATION	
Current mailing address (street, apartment or PO Box number, city, state, ZIP code, country)	Phone (include area code)

PART B – ACADEMIC ADVISOR SECTION

Instructions for Academic Advisor: Federal regulations require the institution to 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 (Printed): _____ 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 acknowledge each statement (place a check mark)

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 Financial Aid
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

You must sign this form certifying that the information you provided is true. Misrepresentation of facts in connection with this form may be sufficient cause, in and of itself, for cancellation or repayment of financial aid, whenever discovered.

Student signature

X

Date

Scan the QR Code below to turn in your documents via Secure Drop Box

