

# HARRIS-STOWE STATE UNIVERSITY

OFFICE OF FINANCIAL ASSISTANCE

## ACADEMIC PLAN FOR SATISFACTORY ACADEMIC PROGRESS (PACE)

Based on your Satisfactory Academic Progress (SAP) appeal, the Office of Financial Assistance will permit you to receive financial aid on a probationary basis. To maintain eligibility for financial aid you must fulfill the conditions outlined in this academic plan or meet SAP requirements as described in the SAP policy at [http://www.hssu.edu/ae/aefiles/7/BasicInfo-SAP\\_Policy-asofSP15.docx.pdf](http://www.hssu.edu/ae/aefiles/7/BasicInfo-SAP_Policy-asofSP15.docx.pdf). This plan is unofficial until you read it, sign the certification statement below and return it to the Office of Financial Assistance (HGA 004).

<b>Office Use Only</b>
<b>Date of Plan:</b>
<b>Effective Term:</b>
<b>*Expected Graduation Date:</b>

\*Even if you fulfill the terms of your academic plan, you cannot receive financial aid after this date. Therefore, if you need to change your official graduation date (with the Office of the Registrar), you must do so before you sign this academic plan.

To fulfill your academic plan, you must:

1. Earn credit in all attempted classes. This means, you cannot have any withdrawals (i.e., "W", "WF" or "WP"), incompletes or "F" grades.
2. Maintain a cumulative grade point average necessary for continued enrollment on either academic probation or good standing.

Note: Your academic plan will become invalid if the financial aid office determines at any point that it is not mathematically possible for you to achieve at least academic probation status while this plan is in effect.

At the end of each semester, the financial aid office will confirm your fulfillment of these conditions. Students who fail to meet the outlined requirements will not qualify for future assistance until they meet SAP standards on their own. If, however, students encounter new extenuating circumstance(s), not reported in prior appeals, an additional appeal would be appropriate and could receive consideration. Approval of a subsequent appeal would require a new academic plan. Remember that the financial aid office cannot guarantee favorable appeal decisions. Find a complete description of the SAP policy on the financial aid office website at [http://www.hssu.edu/ae/aefiles/7/BasicInfo-SAP\\_Policy-asofSP15.docx.pdf](http://www.hssu.edu/ae/aefiles/7/BasicInfo-SAP_Policy-asofSP15.docx.pdf).

This academic plan will remain in effect until either:

1. You meet Satisfactory Academic Progress (SAP) requirements, OR
2. You reach your anticipated graduation term (indicated above) as reported by the Office of the Registrar, OR
3. You fail to meet the terms of the plan.

This agreement represents a contract between you and the Office of Financial Assistance. Therefore, you must read, sign and return this agreement to the office (HGA 004) before you can receive financial aid.

**Note:** An electronic signature on your academic plan is acceptable as long as you complete the requested information below and return this form using your official Hornet email (student@hornets.hssu.edu email account).

<b>Certification Statement</b>		
By signing below, I confirm that I have read and understand the conditions outlined in this academic plan. Furthermore, until I meet SAP requirements, I understand that I will not qualify for financial aid for this or any subsequent semester if I do not fulfill the terms of my academic plan.		
Student Name:	Student ID:	
Student's Signature:		Date:

**IMPORTANT: KEEP A COPY OF THIS AGREEMENT FOR YOUR RECORDS.**