



Student Name: _____

Bronco ID Number: _____

In order to continue to receive financial aid, you are required to submit a SAP Appeal – Academic Plan with your Statement of Appeal. Work with a member of the Office of Financial Aid & Scholarships to develop your Academic Plan - which must address what you need to do to make academic progress, such as completing a specific percentage of courses each semester, obtaining minimum grades, limitations on number of units to take per semester, and regular meetings with advisor or tutoring.

Deadlines for Submitting SAP Appeal - Academic Plan Form and other appeal documents:

- Appealing for Summer Term Eligibility: June 30 (*July 30 if attending 2nd 5 Week or the 10 Week sessions*)
- Appealing for Fall Term Eligibility: November 1
- Appealing for Spring Term Eligibility: April 1

Part I: Current Academic Information

Current Degree Objective:

Bachelor’s 2nd Bachelor’s Master’s Teaching Credential Doctorate

Declared Major: _____

Number of Units Remaining to Complete Degree: _____ Expected Graduation Date: _____

Part II: Current SAP Measurements

The following information should be obtained from your **SAP Status Screen** on your [BroncoDirect Student Center](#). For instructions on viewing your SAP Status screen, review our [Using BroncoDirect – Financial Aid Information](#) page.

Cumulative GPA: _____ **Required Minimum GPA:** _____

Cumulative Attempted Units for Pace: _____ **Cumulative Completed Units for Pace:** _____

Current Percentage of Units Completed (Completed Units / Attempted Units): _____

Number of Units Remaining until Maximum Time Frame is Reached: _____

Part III: Targets for Academic Improvement

Together with a member from the Office of Financial & Scholarships, develop specific targets for academic improvement. These targets should ensure that you will be able to meet the SAP Standards by a specific point in time.

Cal Poly Pomona SAP Standards:

- Cumulative Pace: 66.67% (Pace = cumulative units earned divided by cumulative units attempted)
- Cumulative GPA: 2.0 (Undergraduate); 3.0 (2nd Bachelors, Credential, Graduate)
- Maximum Timeframe: 150% of published length of program – measured in attempted units (refer to our [Understanding Unit Maximums page](#) for details).



This section is to be completed with a member of the Office of Financial Aid & Scholarships

Part IV: Academic Plan

For each Academic Plan Semester, indicate the term and year. For each course, indicate the course name, course number, the number of units, and the minimum grade you need to receive.

The minimum length for an academic plan is two semesters; however, your academic plan must cover as many semesters as necessary for you to either meet the SAP standards (GPA and Pace) or graduate from your degree program, whichever is earliest. Begin with the current term; include all coursework for which you have registered and/or plan to register in for the specified semester. **You should only list, and register for, courses that can satisfy degree requirements (including GE's).**

Use additional copies of this page if necessary.

Academic Plan Semester 1

Fall 202__

Spring 202__

Summer 202__

Name of Course	Course Number	Units	Minimum Grade

Projected cumulative completion percentage at the end of this Semester: _____

Projected Cumulative GPA at the end of this Semester: _____

Date and time to check-in with Financial Aid on your progress for your academic plan: _____

Academic Plan Semester 2

Fall 202__

Spring 202__

Summer 202__

Name of Course	Course Number	Units	Minimum Grade

Projected cumulative completion percentage at the end of this Semester: _____

Projected Cumulative GPA at the end of this Semester: _____

Date and time to check-in with Financial Aid on your progress for your academic plan: _____



Part V: Financial Aid Staff Member Statement

Please complete all that apply:

I have recommended the student change their major to _____

I have recommended the student drop their minor in _____

I have recommended the student enroll in no more than _____ units each term, until they have raised their cumulative GPA and cumulative PACE to be within the SAP Standards.

I have recommended the student receive a Term GPA of _____ each term, until they have raised their cumulative GPA to be within the SAP Standards.

I have advised the student to obtain tutoring in the following courses or subjects: _____

Other Comments:

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

Name _____

Signature _____

Date _____

Part VI: Student Certification

I have discussed my academic progress with a member of the Office of Financial Aid & Scholarships to formulate my academic plan. I agree that this plan is attainable for me and I agree to adhere to the terms of this plan. I understand that I must follow the requirements of this academic plan to receive financial aid, and that I will lose eligibility for financial aid if I do not follow or complete the requirements of this academic plan.

- I agree to only enroll in the courses listed on my academic plan
- I agree to attend classes beginning with the first class of the semester
- I agree to contact the Office of Financial Aid if at any time I feel that I am in danger of not completing the requirements of this academic plan to discuss my situation and options.
- I agree to the targets of academic improvement (listed in Section III), which were developed with the Office of Financial Aid & Scholarships.
- I agree to follow the recommendations indicated by the Office of Financial Aid & Scholarships.

Student Signature _____

Date _____