



FAIRFIELD UNIVERSITY

Academic Plan for Satisfactory Academic Progress (SAP) Appeal

_____	_____	_____	____/____/____
Student Last Name	First Name	Fairfield ID #	Date of Meeting
_____/_____	_____	_____ - _____	____ - ____ - ____
Expected Graduation Mo./Yr.		Academic Year (ex. 2026-2027)	Phone Number

To Be Completed by the Office of Financial Aid:

Financial Aid Measure	Calculation	Passed	Required for SAP
Qualitative GPA			
Quantitative Pace			67%
Max Timeframe			150%

Student and Dean/Director to meet and complete plan together:

- Semester GPA target (*needed to improve cumulative GPA required above*): _____
- Semester Pace target (*needed to improve overall pace required above*): _____
- The “maximum timeframe” is a federal rule requiring students to complete their degree within 150% of the published length of their program. It is typically measured in attempted credit hours (including transfer credits). Meeting GPA and PACE requirements directly helps you stay under your maximum timeframe limit.

Student Assessment of Obstacles to Academic Success: (*Student to check all that apply*)

Academic	Study Skills	Personal	Family/Social
<input type="checkbox"/> What “worked” in high school no longer works <input type="checkbox"/> Unprepared for exams <input type="checkbox"/> Poor attendance/skipped class <input type="checkbox"/> Tardiness/late for class <input type="checkbox"/> Uncertain about major <input type="checkbox"/> Unaware of campus resources <input type="checkbox"/> Course(s) too advanced <input type="checkbox"/> Other: _____	<input type="checkbox"/> Time management <input type="checkbox"/> Organizational Skills <input type="checkbox"/> Reading Comprehension <input type="checkbox"/> Writing Skills <input type="checkbox"/> Test Taking Anxiety <input type="checkbox"/> Note Taking <input type="checkbox"/> Other: _____	<input type="checkbox"/> Lack of motivation <input type="checkbox"/> Procrastination <input type="checkbox"/> Pressure/stress <input type="checkbox"/> Health Issues <input type="checkbox"/> Disability (diagnosed or possible) <input type="checkbox"/> Financial concerns <input type="checkbox"/> Sports/Extracurriculars <input type="checkbox"/> Work (# hrs/wk: _____) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Homesick <input type="checkbox"/> Difficulty adjusting <input type="checkbox"/> Difficulty making friends <input type="checkbox"/> Roommate issues <input type="checkbox"/> Relationship Issues <input type="checkbox"/> Family Issues <input type="checkbox"/> Other: _____

Student Identification of Changes Needed to Improve Academic Performance: *(Student to complete)*

1. _____
2. _____
3. _____
4. _____

Recommendations: *(Dean/Director to check all that apply)*

<input type="checkbox"/> Utilization of professor's office hours	<input type="checkbox"/> Math Center (http://www.fairfield.edu/mathcenter)
<input type="checkbox"/> Consider change of major/school	<input type="checkbox"/> Writing Center (http://www.fairfield.edu/writingcenter)
<input type="checkbox"/> Consider course withdrawal	<input type="checkbox"/> Peer Tutoring (http://www.fairfield.edu/tutoring)
<input type="checkbox"/> Increase study time	<input type="checkbox"/> Follow up appt. (Date: _____)
<input type="checkbox"/> Identify and utilize study location (i.e.: study lounge, library, etc.)	<input type="checkbox"/> Other
<input type="checkbox"/> Establish peer study group	<input type="checkbox"/> Other

By signing this form, you acknowledge that the conditions of this Academic Plan must be met at the conclusion of the probationary semester.

PLEASE DO NOT ELECTRONICALLY SIGN THIS FORM.

Student Signature

Date

Dean/Director Signature

Date

Please Note: In order for the Financial Aid Appeals Committee to review a student's financial aid appeal (need-based aid only), the *Satisfactory Academic Progress Appeal Form* (www.fairfield.edu/sapappeal), a personal statement from the student, and Academic Plan (complete by student and Dean's Office) must be submitted to the Office of Financial Aid and/or student's designated financial aid counselor by the stated deadline as outlined in the SAP Notification sent to the student's university email address.

Fairfield University - Satisfactory Academic Progress standards policy: www.fairfield.edu/sap