

SATISFACTORY ACADEMIC PROGRESS ADVISOR FORM

MISSOURI WESTERN STATE UNIVERSITY ♦ FINANCIAL AID DEPARTMENT

4525 Downs Drive, Fred Eder Building, Room 103 ♦ St. Joseph, MO 64507

Office: (816) 271-4361 ♦ Fax: (816) 271-5879

FOR OFFICE USE ONLY:

Total hours attempted: _____
 Total hours earned: _____
 Hrs Attempted/Earned this period: _____ / _____
 Cumulative GPA: _____
 Appeal Number: _____

COMMENTS:

 Approved: Initials & Date: _____
 Denied: Initials & Date: _____

Federal regulations require institutions to establish and enforce academic progress standards. Satisfactory Academic Progress (SAP) is a measure of a student's grade point average and the time frame required for the student to complete their educational program. The grade point portion of Satisfactory Academic Progress (SAP) standing is based on the Table of Academic Standards listed in the College Catalog. Students are notified of their academic standing by academia.

In measuring the time frame required for satisfactory progress toward a degree, federal regulations require a student to complete their degree program within 150% of the length of the program. Most students at Missouri Western State College must complete their first undergraduate baccalaureate degree within their first 186 attempted hours. Students seeking the associate degree must complete their program within 93 attempted hours.

Students who have attempted between 150 and 186 hours are required to develop a plan with their academic advisors to ensure they can graduate before Federal Financial Aid eligibility is terminated.

Advisor: Please list all remaining classes that your advisee must complete before meeting graduation requirements.

Course #	Name of Course	Course #	Name of Course
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

 Advisor's Printed Name

 Student Printed Name

 Student Griffon ID

 Advisor's Signature

 Date

 Department Stamp

Student Certification: I have met with my Academic Advisor and understand that I must complete the above classes to fulfill the requirements for graduation. I also understand that my financial aid eligibility will terminate once I have exceeded the maximum time frame required to complete my degree.

 Student Signature

 Student Griffon ID

 Street Address

 City

 State

 Zip