



# Satisfactory Academic Progress Student Worksheet

Name: \_\_\_\_\_ SID #: \_\_\_\_\_ Date: \_\_\_\_\_

**What is Satisfactory Academic Progress?** Satisfactory Academic Progress (SAP) is the overall measure of your progression toward degree completion. The U.S. Department of Education requires that students who receive Title IV financial aid be reviewed periodically. Because Adams State College strives to assist all students in the successful completion of a degree, the Office of Student Financial Aid reviews academic progress of all students at the end of each semester according to the Minimum GPA Standard, the Pace Standard, and the Maximum Credit Standard. Students who do not meet these standards risk losing financial aid eligibility.

**Several factors contribute to a lack of academic success.** To help us determine which factors affected you during the semester, please complete this worksheet and bring it to your SAP meeting with your academic advisor. During your meeting, you will discuss these factors with your advisor and may be referred to additional support services. If you have financial aid, it will be held for review until after you meet with your advisor.

Please mark an "X" next to any of the following areas that may have made your academic success difficult.

### Study Skills

- Poor study skills
- Hard classes
- Poor high school preparation
- Difficulty managing time
- Unable to understand course materials
- Too heavy a course load
- Poor performance on test
- Other: \_\_\_\_\_

How much time do you allot for studying? \_\_\_\_\_

### Family/Social Adjustment

- Adjustment to San Luis Valley
- Adjustment to ASC
- Separation from friends, family, home
- Housing, roommate issues
- Home or family problems
- Trouble making friends
- Loneliness, lack of emotional control
- Lack of childcare
- Other: \_\_\_\_\_

### Personal Issues

- Lack of motivation
- Balancing school with work and/or family
- Financial difficulties
- Physical illness, health problems, injury
- Pressure, stress, tension, anxiety
- Conflict with social obligations/activities
- Use of alcohol or other substances
- Too much time doing outside activities
- Too many hours working
- How many hours a week do you work? \_\_\_\_\_
- Other: \_\_\_\_\_

### Academic/Major/Career Issues

- Undecided about a major
- Possible learning disability
- No clear plans or career goals
- Unsure of interests, skills, & abilities
- Issues with advising
- Missed/skipped classes. How often each week? \_\_\_\_\_
- Trouble keeping up with homework
- Good intention but poor follow-through
- ESL/Language barrier
- Having to adjust after returning from an academic suspension
- Other: \_\_\_\_\_

**In which areas below do you think you need assistance? Select all that are appropriate.**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Study skills       | <input type="checkbox"/> Math skills             | <input type="checkbox"/> Writing skills                   |
| <input type="checkbox"/> Test-taking skills | <input type="checkbox"/> Choosing a major        | <input type="checkbox"/> Time management                  |
| <input type="checkbox"/> Stress management  | <input type="checkbox"/> Overcoming test anxiety | <input type="checkbox"/> Dealing with chemical dependency |

**Which resources do you currently utilize?**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Counseling & Career Center | <input type="checkbox"/> Math Lab                 | <input type="checkbox"/> Grizzly Testing & Learning Center |
| <input type="checkbox"/> Meetings with professor    | <input type="checkbox"/> Student Support Services | <input type="checkbox"/> Writing Studio                    |
| <input type="checkbox"/> Other: _____               |   |  |

What is your approach to studying? List several strategies you use. \_\_\_\_\_

What plans do you have to improve your academic standing? \_\_\_\_\_

How has not passing or completing courses impacted you financially? \_\_\_\_\_

## ONE STOP STUDENT SERVICES CENTER

208 Edgemont Blvd. • Alamosa, CO 81102 • Phone: (719) 587-7306 • Fax: (719) 587-7366  
Toll-free: (866) 344-1687 • Email: [asconestop@adams.edu](mailto:asconestop@adams.edu) • Web site: [www.adams.edu/onestop](http://www.adams.edu/onestop)

# SATISFACTORY ACADEMIC PROGRESS APPEAL

If you are not meeting the following standards, please complete this form with your assigned academic advisor and submit it to the One Stop for determination of financial aid eligibility.

1. Minimum GPA Standard (2.0 cumulative GPA for undergraduates and 3.0 for graduates)
2. Pace Standard: *successful* completion of at least 75% of attempted hours
3. Maximum Credit Standard: completion of program(s) of study within 150% of degree requirements.

If at any point during your degree program a review determines that you cannot complete your program of study within SAP standards, all financial aid eligibility will cease.

NAME (print): \_\_\_\_\_ SID: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ ADVISOR: \_\_\_\_\_

I have met with my assigned advisor and, as determined with my advisor, agree to participate in the selected strategies to support my success at Adams State College. I understand that my financial aid eligibility will not be further reviewed until this form is completed. **Completion of this form does not guarantee financial aid will be reinstated.**

**Academic Plan:** If you have not met GPA and/or Pace Standards for more than any two prior semesters or if you are appealing the Maximum Credit Standard, you must complete an Academic Plan with your academic advisor and submit it with this appeal form. If your appeal is approved, you must fully comply with this prescribed academic plan in order to maintain financial aid eligibility. Plan must include a degree audit that lists semester(s) of each course enrollment and course repeats and the following:

- minimum GPA requirement each semester: \_\_\_\_\_
- anticipated graduation date (term/year): \_\_\_\_\_

**Tutoring:** I will participate in weekly tutoring sessions on \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_.

day of week    time    subject(s)

\_\_\_\_\_  
*Signature of Tutoring Coordinator (Tutoring through Grizzly Testing & Learning Center or Student Support Services)*

**Progress Checks:** I will have scheduled progress checks with my instructor(s)  or advisor  on \_\_\_\_\_.

date/time

\_\_\_\_\_  
*Signature of Instructor(s) or Advisor*

**Other success strategies or resources:**

Counseling & Career Center

Student Support Services

GPA update request

Student engagement activities (clubs, events, etc.)

Math Lab

Writing Studio

Learning & Study Strategies Inventory (LASSI)

Repeat courses: \_\_\_\_\_

Restricted enrollment: \_\_\_\_\_

Other: \_\_\_\_\_

By signing below, I understand that if I do not participate in the strategies selected above or improve my academic progress to meet the standards, I risk becoming ineligible for financial aid through Adams State College.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Academic Advisor or Department Chair*

\_\_\_\_\_  
*Date*

Approved

Refused \_\_\_\_\_

(reason for refusal)

**Submit to the One Stop Student Services Center when completed with signatures.**

**For office use only:**

Posted by: \_\_\_\_\_

Comments: \_\_\_\_\_

Term: \_\_\_\_\_

Date: \_\_\_\_\_

Cum. GPA: \_\_\_\_\_

Copy given to student:

Pace: \_\_\_\_/\_\_\_\_ = \_\_\_\_%

Acad Plan required: Y / N