

ACADEMIC PLAN To be completed by the academic advisor in conjunction with student.

Mercer’s Satisfactory Academic Progress (SAP) standard is used to determine if an enrolled student is making satisfactory academic progress in his or her educational program. The SAP policy provides a consistent application of standards to all students, ensuring both the quality of academic work and the completion of a student’s program within the maximum time frame. At this time, the student has been identified as not meeting SAP requirements. **Note: If the student has reached 150% of the published length of the program, then a full degree audit will be required.**

Student: Before a decision can be made concerning your appeal, you and your academic advisor must complete the academic plan together. If your appeal is approved, you will be expected to meet the enrollment goals set for each semester. We encourage you and your academic advisor to be realistic when planning the number of units you will complete each semester. We also encourage you to have a meaningful conversation about academic strategies and campus resources that can support you in meeting your goals.

Academic Advisor: The student is currently pursuing an SAP appeal with the Office of Student Financial Planning. Please review the [SAP Policy](#), the student’s academic progress in program, evaluate their cumulative GPA, and length of program requirements. Please complete this form, and return it to the student. If you have questions or concerns, please contact the Office of Student Financial Planning at 478-301-2670 and request to speak to the student’s financial aid advisor.

Satisfactory Academic Progress: * Please see [policy](#) for more details.

Qualitative Standard – A student must meet the following GPA at each evaluation. A student who does not meet the minimum GPA listed will be put on Financial Aid WARNING for the next term and must meet the standard at the end of warning period. (This GPA will be entered on the appeal form – **Minimum Cumulative GPA Required.**)

Total Hours Earned	Minimum Cumulative GPA
0-16	1.4
17-32	1.7
33-48	1.8
49-63	1.9
64 and above	2.0

Graduate Students’ minimum cumulative GPA is set by each academic program. Please review program GPA requirements.

Quantitative Standard – A student must meet Maximum Time Frame Allowed (defined in credit hours) and Cumulative Completion Percentage. Both standards are checked at the end of each term.

Maximum Time Frame	Completion Percentage
Student may receive aid for 150% of the length of their program. Once they exceed the 150% timeframe, they may not receive financial aid. Example: Program length of 120 credit hours 120 X 150% (1.5) = 180 hours (Maximum Time Frame)	Student must earn at least 67% of all hours attempted. To earn credit hours, the student must pass the course. Failing grades, incompletes, and withdrawals will be counted as attempted hours only.

Graduate Students’ program length is defined in the catalog, unless otherwise defined by the program of study, whichever is shorter.

Upload this form to your MyMercer or return to Mercer University Office of Student Financial Planning as listed below:

Macon and RAC campuses: Mercer University Office of Student Financial Planning 1501 Mercer University Drive Macon, GA 31207-0001 Phone Number: (478) 301-2670 Fax Number: (478) 301-2671	Atlanta Campus: Mercer University Office of Student Financial Planning 3001 Mercer University Drive Atlanta, GA 30341 Phone Number: (678) 547-6444 Fax Number: (678) 547-6433
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Student's Name:		Student's Mercer ID:		Anticipated Date of Graduation: Month / Year /	
Current Major:		Current Minor:			
Double Major: <input type="checkbox"/> Yes <input type="checkbox"/> No		Other Major:			

PLAN FOR APPEAL (Please complete a plan for at least two semesters. If additional semesters are needed, please use an additional Academic Plan form.)

Cumulative GPA:		Minimum Cumulative GPA Required:	
Attempted Program Hours:		Earned Program Hours:	

Term:			Term:		
Course (Subject & No.)	Credit Hours	Grade Required	Course (Subject & No.)	Credit Hours	Grade Required
Projected GPA at end of term:			Projected GPA at end of term:		

STRATEGIES AND ACTIONS (Discuss resources and strategies that will help the student achieve their academic goals. Please briefly indicate any action steps identified.)

Advisor's Name:	Campus:	Advisor's Email:
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By signing below, you certify that you have reviewed the SAP Policy, the student's progress in program and the grades the student will have to earn to bring the cumulative GPA up to the minimum required by the chosen program.

Advisor's Signature	Date
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