



**SATISFACTORY ACADEMIC PROGRESS (SAP)
PROBATION MANAGEMENT CONTRACT/ACADEMIC PLAN**

Student Name: _____ **Date:** _____

Probation Semester: **Fall**_____ **Spring**_____ **Summer**_____

Probation Type (Please circle): **G.P.A.** or **Completion**

Current cumulative G.P.A. is _____ G.P.A. Deficit _____
 Attempted hours _____ Completed hours _____ Rate of Completion _____
 (divide cumulative earned hours into cumulative attempted hours)

My academic and/or rate of completion performance did not improve during the SAP Warning semester, I understand that I have been placed on probation for the upcoming semester because:

___ *As a Freshman or Sophomore (0-60 credits), I have a Cumulative G.P.A. that is below 1.5*

___ *As a Junior or Senior (61-120 + credits), I have a Cumulative G.P.A. that is below 2.0*

___ *As a Graduate student, I have a Cumulative G.P.A. that is below 3.0*

and/or

___ Cumulative Completion Rate (CR) below 67%

Step 1: Identify the obstacles that have negatively impacted your grades.

Check all that apply

Academic	Personal/Other
Ineffective Study Skills	Financial Difficulties
Poor Time Management	Health Problems
Didn't Turn in Assignments	Relationship Difficulties
Not Prepared for the Course Level	Childcare Issues
Conflict with Professor	Learning Disability
Lack of Motivation	Stress or Anxiety
Taking Too Many Classes	Part-time job
Didn't Attend Class Regularly	Full-time job
Didn't Seek Help (Tutoring or from the Instructor)	Other



Step 2: Create possible solutions for overcoming the obstacles you listed.

Select 2 of the obstacles you selected and identify 1 potential solutions for each obstacle.

(See possible solutions below) and then choose 1 solution and identify how you can implement that the solution.

Obstacle	Solution
1.	
2.	

Examples of Possible Solutions

I will develop a time management plan	I will attend student success workshops
I will attend tutoring sessions	I will ask a classmate to study with me
I will seek help from my professor	I will attend a study group
I will set a study schedule for each class	I will ask questions in class
I will go to class prepared	I will seek counseling
I will turn in every assignment	I will talk to my advisor about learning disability
I will attend every class session	I will make better choices regarding my health, eating, sleeping and exercise habits
I will reduce or reschedule my hours at work	I will meet with my faculty mentor
I will seek financial guidance	Other solutions

Solution	How I will implement this solution?

Step 3: Set a Goal and Commit to Academic Success

Using the solutions, write 1 goal and the steps you'll need to take in order to reach that goal. Use the **SMART** formula for goal achievement. (see additional handouts)

My goal: _____



The steps I will take to reach this goal:

1. _____
2. _____

STEP 4: Semester/Year Academic Plan

Formulate an academic plan for the next 3 semesters. Detail the classes you must take and the minimum grades you must earn. The plan will help you to visualize what it will take to meet the University's minimum SAP Standards.

Fall ____ **Spring** ____ **Summer** ____

Course	Credits	Minimum Grade
1. _____	1. _____	C/2.0 in each course
2. _____	2. _____	
3. _____	3. _____	
4. _____	4. _____	

Semester GPA needed _____ to reach Cumulative GPA _____

100 % Completion Rate needed to reach ____ completion rate for the upcoming semester

Fall ____ **Spring** ____ **Summer** ____

Course	Credits	Minimum Grade
1. _____	1. _____	C/2.0 in each course
2. _____	2. _____	
3. _____	3. _____	
4. _____	4. _____	

Semester GPA needed _____ to reach Cumulative GPA _____

100 % Completion Rate needed to reach ____ completion rate for the upcoming semester

Fall ____ **Spring** ____ **Summer** ____

Course	Credits	Minimum Grade
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1. _____ 2. _____ 3. _____ 4. _____	1. _____ 2. _____ 3. _____ 4. _____	C/2.0 in each course
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Semester GPA needed _____ to reach Cumulative GPA _____
 100 % Completion Rate needed to reach ____ completion rate for the upcoming semester

In addition, I understand that while on Probation, I must do the following:

- 1) Attend all of my courses regularly
- 2) Speak to my instructor(s) at the first sign of difficulty in each.
- 3) Meet with my Faculty Mentor ____ time (s) during the semester (documentation must be provided)
- 4) Utilize the Student Success Center ____ times during the semester to address obstacles and solutions presented in steps 1, 2 and 3. (documentation must be provided)
- 5) Think positive, work hard, seek assistance and make it happen!!!!

My signature indicates that I have been given, read, and understand Martin University's SAP Policy.

YES ____ NO ____

In addition, I have read, understand and will comply with the conditions of this SAP Probation Management Contract in order to get back into " Good Standing" with Martin University and make progress towards obtaining my degree. Furthermore, I understand that non-compliance at the end of the probation semester will result in suspension/dismissal from the university for at least three semesters and that I will have to complete the reinstatement process to return to Martin University.

 Student Signature

 Date

This form was adapted from Benedict College Academic Probation Management Program, East Stroudsburg University and Martin University's Financial Aid Standards of Progress Academic Plan