

**SHIPPENSBURG UNIVERSITY**  
**ACADEMIC PROGRESS DEFICIENCY FORM**

To the Student: Use this form if you have completed additional coursework, finished incomplete work or had a grade change that resolves your Academic Progress deficiency for financial aid eligibility. The credits or grade change must be officially recorded on your transcript with Shippensburg University for consideration in evaluation of academic progress. If you have questions regarding when the updates will be made to your SU transcript, please contact the Academic Dean's office for your College of Study.

Name:	SU ID:
Phone Number:	SU email:

If you completed additional coursework to resolve your deficiency, please provide:

Name of School:		
Term(s) Coursework was Completed:		
Name of Course	Credits Earned	Grade

If you earned credits at another school, a copy of your grades (an unofficial transcript is sufficient) must be attached for our office to evaluate academic progress for your state grant eligibility.

Return completed form to the Financial Aid Office by: Mail to Shippensburg University, Financial Aid Office OM101, 1871 Old Main Drive, Shippensburg, PA 17257 OR Fax to (717) 477-4028 OR email to [finaid-sap@ship.edu](mailto:finaid-sap@ship.edu).

FOR FAO use only:

Date Rev'd:	New SAP:	Processed by:
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