Saint Francis University Personal Academic Plan

Instructions: This form is intended to be a communication tool for employees and supervisors. It may be utilized to request additional courses (an accelerated degree plan) or to request approval to take courses during the work day.

Name:	Date:
Position:	Hire date:
Undergraduate / Graduate Degree sought:	
Instructions/guidelines:	

Develop a personal academic plan to reach your degree requirement:

- ✓ Begin by meeting with your supervisor and academic advisor to discuss your degree intentions and requirements.
- ✓ Plan your schedule. Indicate the semester, course name, and times in which the course is offered and/or whether the course(s) are on-line
- ✓ Include number of credits requested to be taken each semester.

Fall	Time	Cr	Spring	Time	Cr.
Cymana	Time	Cr	Fall	Time	Cr.
Summer	1 ime	Cr	raii	Time	Cr.
Spring	Time	Cr	Summer	Time	Cr.
Fall	Time	Cr	Spring	Time	Cr.
Tall	Time	CI	Spring	Time	CI.
Summer	Time	Cr	Fall	Time	Cr.

Request approval of the plan:

- ✓ I understand that I must have been employed at least six months prior to the start of my personal academic plan.
- ✓ I understand that this plan may be modified by my supervisor should it result in interference with meeting the requirements of my full-time position.
- ✓ I understand that I am not eligible to be a full-time student (full-time is defined as 12 undergraduate or 9 graduate credits per semester.
- ✓ I understand that I will receive 100% tuition remission for the course(s) outlined in my plan and that I intend to continue my employment for at least two years upon earning my degree (accelerated degree seeking plans only)

Signature of Employee	Date
Signature of Advisor	Date
Signature of Supervisor	Date
Approval of Department Director/Vice-President	Date

Please provide a signed copy to Human Resources prior to the start of the semester.