

**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.
Summer _____	Time	Cr	Fall _____	Time	Cr.
Spring _____	Time	Cr	Summer _____	Time	Cr.
Fall _____	Time	Cr	Spring _____	Time	Cr.
Summer _____	Time	Cr	Fall _____	Time	Cr.

