



## Virginia State University **Graduate/Doctoral** Academic Plan Student Agreement for Financial Aid Recipients

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas: (1) Cumulative GPA, (2) Hours Earned, and (3) Maximum Time Limit to be eligible for financial aid.

In order to maintain eligibility for financial aid from Federal, State and Institutional programs at Virginia State University, a student must continue to make reasonable satisfactory academic progress toward completion of their degree program of study.

*Classes that are withdrawn from with a grade of "W" or an "I" for Incomplete may affect the student's Satisfactory Academic Progress.*

I agree to use the strategies that will be mapped in my Academic Plan. I understand that if I do not earn the required semester GPA and have not successfully passed the required semester hours as stipulated by the Office of Student Financial Aid (Satisfactory Academic Progress Policy), I will be placed on Financial Aid Cancellation.

Students submitting an Appeal Letter for consideration of reinstatement of their financial aid must do the following:

- 1) Submit Appeal Form and Letter (typed)**
- 2) Submit Academic Plan (typed) – must be signed by Academic Advisor**
- 3) It is the responsibility of the student to check the accuracy of his/her transcript; if there is a discrepancy please contact your professor. When the discrepancy is resolved, please notify the Financial Aid Office.**

Please submit your SAP Appeal and Academic Plan to:

SAP Committee

Location: Gandy Hall- 1<sup>st</sup> Floor - Room 112

Address: P.O. Box 9031 Petersburg, VA 23806

Office Phone Number #: (800) 823-7214

Fax Number #: (804) 524-6818

Email: [sap@vsu.edu](mailto:sap@vsu.edu)

I understand that by signing this plan, I am agreeing to the conditions specified below to maintain my financial aid eligibility.

- I will maintain a minimum 3.0 GPA for each term
- I understand that course grades of "I" will not be counted
- I understand that I must complete/pass all classes attempted
- I understand that I cannot withdraw from any classes after the drop/add deadline
- **Failure to meet any of the above will result in aid cancellation and is not appealable.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ V# \_\_\_\_\_

V# \_\_\_\_\_

## Graduate / Doctoral Academic Plan

Courses that did not meet SAP Requirements

1)

Course	Grade Earned	Projected term for re-take

2) Expected Graduation Date \_\_\_\_\_

3) Hours required for completion \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Advisor's Signature

\_\_\_\_\_  
Date