



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Classes that are withdrawn from with a grade of "W" or an "I" for Incomplete may affect the student's Satisfactory Academic Progress. Also, if you have a grade change, it is your responsibility to notify the Office of Student Financial Aid of the grade change.

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 the SAP Appeal Form.**
- 2) Submit the typed Explanation Letter (Personal Assessment).**
- 3) Submit the typed Graduate Academic Plan.**
- 4) It is the responsibility of the graduate 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 Office of Student Financial Aid.**

Please submit your Graduate SAP Appeal, Personal Assessment and Academic Plan to:
SAP Committee

Location: 112 Gandy Hall - 1st Floor
Address: P.O. Box 9031 Petersburg, VA 23806
Office Phone Number #: (800) 823-7214
Fax Number #: (804) 524-6818
Email: 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# _____

Personal Assessment

It is helpful to reflect on your personal situation as you begin to develop a clear plan for academic success at Virginia State University. Please state here, in the space provided, any circumstances that are preventing you from performing academically. (If additional space is needed, please submit as a Microsoft word document without restrictions; ensure that your complete name and V# are on the document.)

Graduate / Doctoral Academic Plan

Courses that did not meet SAP Requirements

Course	Grade Earned	Projected term for re-take

Expected Graduation Date _____ Hours required for completion _____

Please note, to improve your Grade Point Average (GPA), a student must earn at least a 3.00 CGPA and pass a minimum of 06 credit hours as a full-time student each semester.

All decisions of the SAP Committee are final and not subject to further appeal.

Student Signature & Date _____