



This form is for students who have applied for financial aid but are not eligible because they are not meeting Satisfactory Academic Progress (SAP) completion time. To review the policy, please see our [website](#).

Complete section A, have your degree completion and record specialist complete section B, sign, and return to the Office of Financial Aid.

A. STUDENT INFORMATION

Full Name: _____ Longwood ID Number: _____

B. ACADEMIC PLAN (To be completed in the Office of the Registrar)

Students must maintain all SAP standards to remain eligible for financial aid. As part of the university’s initial SAP evaluation, we review the cumulative number of credits a student has attempted. Students who approach 150% of the published length of their educational program will be placed on financial aid suspension.

Those who wish to appeal this policy must have an academic plan completed by a representative in the Office of the Registrar to ensure the timely completion of their program. This plan may be one year at maximum, and failure to complete it will result in a loss of financial aid.

Degree Completion and Record Specialist: Please complete the requested information below. **Students should only take classes needed to complete their degree.**

Complete all sections that apply:

| | | |
|---|-------------------------------------|--|
| If the student transferred to Longwood, how many transfer credits do not apply to their current degree? | | |
| If the student changed majors, how many credits from the first major do not apply to the new major? | | |
| Is the student simultaneously working on two degrees? | | |
| Expected Graduation Date | Total Remaining Credits to Graduate | |

Once the Office of the Registrar completes the Academic Plan and signs off, the form is to be reviewed by the student, signed and returned to the Office of Financial Aid.

SIGNATURES

By signing below, you agree that the above information is correct and agree that the student/you will abide by the plan set in place to ensure timely completion of your degree.

Degree Completion and Record Specialist Signature

Date

Student Signature

Date

For the security of your personal data, please submit your completed form and all other requested documents using our secure upload, found here: go.longwood.edu/uploadfa