



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

Please complete section A, have your degree completion and record specialist complete section B and sign, then return it to you for your signature and submission 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 no longer than one year, 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 degree.**

If the student transferred to Longwood, how many credits do not apply to their current degree?			
If the student has changed majors, how many credits do not apply toward their current degree?			
Expected Graduation Date			
Total Credits Remaining to Complete Degree	Fall	Spring	Summer

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

C. 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