



**Virginia State University Academic Plan
Student Agreement for Financial Aid Recipients**

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas: Cumulative GPA, Hours Earned, and 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 Classes that are withdrawn from with a grade of “W” or an “I” for Incomplete may affect the student’s Satisfactory Academic Progress. Please refer to the University Catalog for examples regarding how the aforementioned grades may affect your 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 pages **1 -3 (typed)** of the Academic Plan with the Financial Aid Appeal.
2. Submit page **4 (typed)** of the Academic Plan with University College Signature by the applicable date listed for each semester. (**Reminder: *It is the responsibility of the student to ensure that the Office of Student Financial Aid receives a completed copy of this Academic Plan.***)
Fall Semester: August 31st
Spring Semester: January 31st
Summer Semester: May 31st
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 Office of Student Financial Aid.**

A copy of your Academic Plan must be submitted to the Financial Aid Satisfactory Academic Progress (SAP) Coordinator. The contact information is:

Vonda Fitzgerald – SAP Coordinator
Location: Gandy Hall- 1st Floor - Room 112
Address: P.O. Box 9031 Petersburg, VA 23806
Office Phone: (804) 524-5786
Fax Number: (804) 524-6818
Email: vfitzgerald@vsu.edu

I UNDERSTAND THAT FAILURE TO COMPLETE THIS ACADEMIC PLAN WILL RESULT IN CANCELLATION OF MY FINANICAL AID.

Student Signature _____ Date _____ # V _____

Personal Assessment

(Form must be typed)

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 any circumstances that are preventing you from performing academically.

My Study Habits

Generally I study: _____ (hours) a day. Generally I study: _____ (hours) per week.

In the future I plan to study: _____ (hours) a day and _____ (hours) per week.

What do you do when you study?

In what setting are you most productive studying? (i.e.: locations, lighting, desk, etc.)

Members of my support network that are available to assist me in becoming a successful student at Virginia State University are? (i.e., family, friends, classmates, etc.)

What has been your best experience as a student at Virginia State University? Why?

V# _____

Academic History

Think about the courses you have taken. Which of those did you really enjoy? In which courses did you do well? In which ones could you have improved? What factors contributed to your success, enjoyment or performance? Use this worksheet to highlight three of the courses in each category, print your unofficial transcripts to help you with this section.

Courses In Which I Performed Well or Enjoyed the Most		
Course/Grade	Factors that contributed to my Success	Strategies I used in this course that I should use again

Courses In which I could have Improved		
Course/Grade	Factors that contributed to the low grade	What I could have done to improve my grade

It is strongly recommended that you meet with your Advisor and the Professors of the classes that you are not maintaining satisfactory academic progress.

V# _____

Meeting with University College
My Goals for Academic Success

Examine the courses that you are taking this semester (or the next one in which you will enroll) and complete this chart.

Course	Realistic Grade I plan to earn	Specific study skills I will need in this class	Resources on Campus

GPA PROJECTION	
Student's Current Overall VSU System GPA	
To Improve your GPA, you must earn credits (grades) which equal the needed points. (i.e., 12 credits w/4 C's + 24 quality points. $24/12=2.0$ GPA)	
The Student must earn this number of credits	
Must earn this GPA	

I further commit to returning to see the University College on a weekly basis, every _____ (day) at _____ (time) to discuss my progress this semester. I understand that, if I choose not to fulfill this contract; I will greatly reduce my chances of success.

_____ Student Signature	_____ Date	V# _____
_____ University College Representative Signature	_____ Date	