



Virginia State University Undergraduate 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Classes that are withdrawn from with a grade of "W" or an "I" for Incomplete may affect the student's Satisfactory Academic Progress.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)**
- 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- 1st 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

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 2.0 GPA for each term
- I understand that course grades of "I" will not be counted
- I understand that I am expected to complete/pass all classes attempted
- I understand that I should not withdraw from any classes after the drop/add deadline
- **I understand that I should meet with the Academic Center for Excellence (ACE) during the semester to help achieve my academic goals.**
- **Failure to meet any of the above may result in financial aid cancellation.**

Student Signature _____ Date _____ V# _____

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?

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# _____

My Goals for Academic Success

Examine the courses that you plan to take next semester and complete this chart.

Course	Specific study skills I need for this class	Resources on Campus

GPA PROJECTION	
My cumulative GPA at Virginia State University as of today	
My projected GPA and credit hours earned for next semester	

Please note: to improve GPA, student must earn at least a 2.00 GPA and pass a minimum of 12 credit hours as a full-time student.

It is strongly recommended that you meet with the Academic Center for Excellence (ACE) to find out more information about tutoring, advising and other academic assistance. ACE is located on the 2nd Floor of Johnston Memorial Library. You may contact them at (804) 524-6755 or ace@vsu.edu .

_____ Student Signature	_____ Date
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