



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. For more information, visit longwood.edu/financialaid/ and click on **Satisfactory Academic Progress & Withdrawing**.

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: _____ Phone Number: _____

Longwood ID Number: _____ Email: _____

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 are required to have an academic plan completed by a representative in the Office of the Registrar, to ensure 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 degree?			
If the student has changed majors, how many credits do not apply toward their current degree?			
Expected Graduation Date			
Total Credits Remaining Credits	Fall	Spring	Summer

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 completed form and all other requested documents using our secure upload, found here: go.longwood.edu/uploadfa