

**2017-2018
Satisfactory Academic Progress (SAP) Appeal
Advisor Form**

Student ID Number: _____ Last Name : _____

Students must maintain satisfactory academic progress to remain eligible for financial aid. As part of SAP evaluation, we review the cumulative number of credits a student has attempted. Students will fail SAP when their total credits approach 150% of the published length of their educational program.

Academic Advisors: This page is required for a Satisfactory Academic Progress (SAP) appeal only when a student is approaching 150% of program credits (Maximum Timeframe). Please provide the requested information below including the remaining courses required for the student's degree completion. Please return this form to the financial aid office as quickly as possible. You may return this form by mail, fax, or scanning/email. If you send by email, please put "**SAP Appeal**" in the subject line.

If the student transferred to Virginia Tech, how many credits do not apply to their VT degree?	
If the student has changed majors, how many credits do not apply toward their current degree?	
Expected Graduation Date	

Semester _____ Year _____			Semester _____ Year _____		
Course#	Credits	Course Name	Course #	Credits	Course Name

Semester _____ Year _____			Semester _____ Year _____		
Course#	Credits	Course Name	Course #	Credits	Course Name

Students should only take classes needed to complete degree. If additional semesters are needed, please attach another page.

Academic Advisor Signature _____ **Date** _____
 Electronic signature is not allowed

Printed Name _____ **Title** _____