

2022-2023 Satisfactory Academic Progress (SAP) Academic Advisor Form

Student Last Name: _____ Student ID: _____

Students must maintain Satisfactory Academic Progress to remain eligible for financial aid. As part of the SAP evaluation, we review the cumulative number of credits a student has attempted. Students are not in compliance with SAP when their total attempted credits approach 150% of the published length of their educational program.

Academic Advisors: This form 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. Your signature ensures its accuracy. Please return this form to the financial aid office as quickly as possible. The student may return this form by [Secure Document Uploader](#) or in person to our office.

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 date of graduation: _____

Semester	Year	Semester	Year	Semester	Year
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Course	Credits	Course Name	Course	Credits	Course Name	Course	Credits	Course Name

Semester	Year	Semester	Year	Semester	Year
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Course	Credits	Course Name	Course	Credits	Course Name	Course	Credits	Course Name

Only courses required for degree completion should be listed.

Academic Advisor Signature: _____ Date: _____

Printed Name: _____ Title: _____

Academic Advisors can sign this form electronically if form is emailed directly to our office. Student ID must be truncated.