

Financial Aid Satisfactory Academic Progress (SAP) PLAN OF STUDY



Students receiving federal financial aid are required to make Satisfactory Academic Progress (SAP) toward the completion of a degree program. For example, for an undergrad the financial aid SAP policy requires completion of a degree within 150% of the credit hours required to complete the program. A degree program that requires the completion of 124 credit hours must be completed within 186 attempted hours ($124 \times 1.50 = 186$). A review of your record indicates that you have exceeded the maximum allowable attempted hours for your degree level; therefore, your eligibility for federal financial aid is being denied at this time. For a list of the maximum hours for each level see the "SAP Test and Fact sheet".

To continue to receive federal financial aid at The University of Toledo, you need to take the following steps:

- Complete the Plan of Study (POS) on the reverse of this page. **The form must list all the REQUIRED COURSES needed to complete the remainder of your CURRENT degree program.**
- Return the POS, fully completed, to the Office of Student Financial Aid via Rocket Solution Central.
- Register **ONLY** for the classes listed on the POS.

We will review your POS within approximately 3-5 business days from the date it is received in our office. You will receive a written response to your POS that will indicate if your federal and state financial aid eligibility is or is not being reinstated. If reinstated, you will be sent a FINANCIAL AID APPROVAL NOTIFICATION outlining requirements for continued federal and state financial aid eligibility. After your POS is approved, you must be registered for classes so we can verify that you are taking only the classes listed on your plan of study. It is to your advantage to register as early as possible. The Office of Student Financial Aid will review your progress at the beginning of each semester to ensure that you are enrolled in the courses from your plan of study.

Financial aid will not pay for classes not listed on your approved Plan of Study.

PLEASE NOTE:

1. Your plan of study will be approved on a semester-by-semester basis. Grades and course enrollment are reviewed at the end of each semester before federal financial aid is awarded for the next semester.
2. Grades of AU, F, NC, IN, U, NR, PRU, PRS, and W are not considered successfully completed courses.
3. If you leave The University of Toledo, your academic progress status will remain the same, even if you re-enter at a later time.
4. Listing requirements such as: "12 hours of general education coursework" or "8 hours of coursework in major field" are not acceptable as financial aid administrators look at specific course numbers to determine compliance with your POS.
5. Revised POS forms received will be compared to original forms received to determine changes. Significant course changes or expected graduation date changes may require additional explanation.

The decision of the review committee is final.

Financial Aid Satisfactory Academic Progress SAP Plan of Study (POS)

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| PRINTED: Last Name | First Name | Rocket ID# |
| Your Current Major: | Degree you are currently Seeking | Anticipated Graduation Date |
| Advisor's Printed Name | Advisor's Signature | |
| Advisors Office Location and Phone Number | Date POS completed: | |

You are required to meet with your academic advisor for assistance in completing the following outline of **ALL** the remaining **REQUIRED** courses needed to complete your current degree program. **Students with dual majors may need multiple POS forms.** Include only courses needed to complete the degree for the program in which you are accepted.

Note: students in non-degree granting programs are not generally eligible to receive federal financial aid.

| Full Course Name | Full Course Number (exclude section number) | Expected Term of enrollment | OSFA Use Only |
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If you make future adjustments to your plan of study without first discussing it with your academic advisor and a financial aid advisor, you may jeopardize your federal financial aid eligibility.

Return this form to: The University of Toledo, Office of Student Financial Aid, 1200 Rocket Hall, Mail Stop 314, 2801 West Bancroft Street, Toledo, Ohio 43606-3390. Forms may also be turned in at Rocket Solution Central.

SUBSTITUTE FORMS WILL NOT BE ACCEPTED