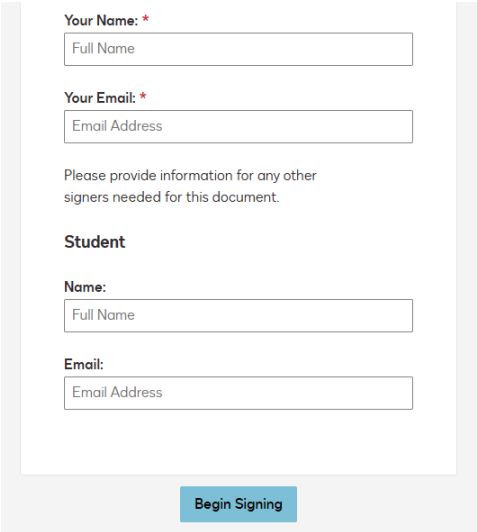
RUTGERS UNIVERSITY
University Enrollment Services

Academic Plan for Financial Aid Probation Instructions (For Advisors)

Advisors can access the Satisfactory Academic Progress Plan form at: https://go.rutgers.edu/acadpln

Accessing the Form:

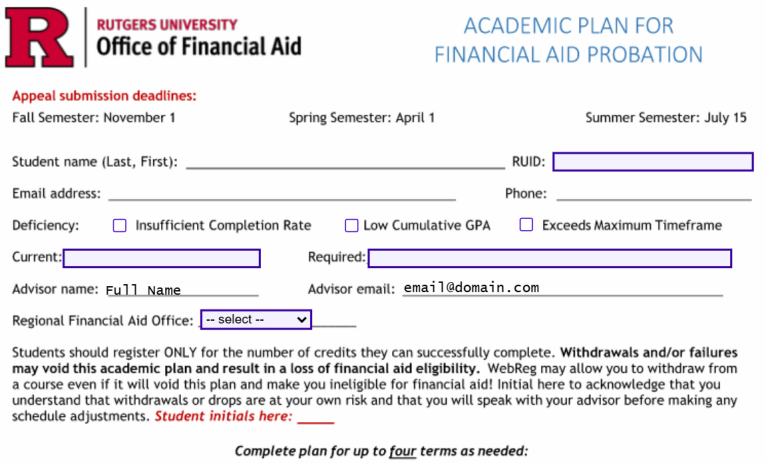
When opening the form, advisors must enter their name and email address, as well as the student's name and email address for whom they are creating a SAP plan. Once the names and email addresses have been added, the advisor should select ***Begin Signing***.



Filling out the Form:

When filling out the form, ensure all fields are completed with the relevant information, including the student's RUID, the deficiency requiring a SAP Plan, and the requirements for the student to regain Satisfactory Academic Progress.

Once all fields have been filled out, including the advisor notes and a copy of the student's completed appeal statement on the third page, and the advisor has signed the form on the second page, they should click ***Finish*** to submit the form.



RUTGERS UNIVERSITY
Office of Financial Aid

ACADEMIC PLAN FOR
FINANCIAL AID PROBATION

Appeal submission deadlines:
Fall Semester: November 1 Spring Semester: April 1 Summer Semester: July 15

Student name (Last, First): _____ RUID: _____

Email address: _____ Phone: _____

Deficiency: ☐ Insufficient Completion Rate ☐ Low Cumulative GPA ☐ Exceeds Maximum Timeframe

Current: _____ Required: _____

Advisor name: Full Name Advisor email: email@domain.com

Regional Financial Aid Office: -- select --

Students should register ONLY for the number of credits they can successfully complete. **Withdrawals and/or failures may void this academic plan and result in a loss of financial aid eligibility.** WebReg may allow you to withdraw from a course even if it will void this plan and make you ineligible for financial aid! Initial here to acknowledge that you understand that withdrawals or drops are at your own risk and that you will speak with your advisor before making any schedule adjustments. *Student initials here:* ____

Complete plan for up to four terms as needed:

Form Processing:

Once the advisor has submitted the form, it will be sent to the student to complete the form by providing their phone number and initialing or signing the required sections.

Once the student has signed and submitted the form, copies of the completed Academic Plan will be emailed to the advisor, student, and Office of Financial Aid.