

Access the Form at: <https://go.rutgers.edu/acadpln>

Fill the recipient information for the form.

1. Enter your name and email address
2. Enter the student name and email address where they can be reached. This form will be emailed to the student after you have entered the full plan instructions.
3. Lastly, enter your regional Financial Aid email inbox where the completed form will be sent to:
 - a. nb_sap@ofa.rutgers.edu
 - b. newarkfasap@newark.rutgers.edu
 - c. finaid@camden.rutgers.edu
4. Click "Begin Signing" to begin the form

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Your Role:

Advisor 1

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:

Student 2

Name:

Email:

Role:

Regional Financial Aid Office

Name:

Financial Aid SAP

Email:

4 **Begin Signing**

Once you start the form you will see a screen like below:

Make sure to fill in **all** the **red** boxes, as they are required fields. If you are choosing more than just one term those boxes will be grey, but you should still fill them out.

The student name, email, and your name will be automatically filled since those fields are grabbed from the initial recipients that were added.

Once filled, click "**Finish**" that will send the form to the student to sign. Once they sign, the completed form will be sent to the regional Financial Aid office that you specified earlier in step 3.

Please review the documents below. **FINISH** OTHER ACTIONS ▾

RUTGERS
Office of Financial Aid

ACADEMIC PLAN FOR FINANCIAL AID PROBATION

Student name (Last, First): _____ RUID:

Email address: _____ Phone:

Deficiency: Insufficient Completion Rate Low Cumulative GPA Exceeds Maximum Timeframe

Current: Required:

Adviser name: Full Name _____ Adviser email: email@domain.com _____

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 adviser before making any schedule adjustments. **Student initials here:** _____

Complete plan for up to four terms as needed:

Term 1 - Select one: Academic Year:

Minimum credits to complete this term: _____

Minimum term GPA required: _____ **Student initials here:** _____

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