

Federal Satisfactory Academic Progress (SAP) Action Plan

The steps you need to take to complete a Federal SAP Action Plan if you wish to appeal for Financial Aid Probation:

1. **Contact your current academic advisor to schedule an appointment to complete your Federal SAP Action Plan.** Your advisor will have the Federal SAP Action Plan template and will complete it with your help. The SAP Action Plan will show what you need to accomplish academically each semester to regain federal SAP. You must meet the goals outlined in the plan to continue to receive federal financial aid. **Please note...this Federal SAP Action Plan is not the Academic Success Plan that students may need to complete when on Academic Probation in their academic department.**
2. **Securely upload your completed and signed Federal SAP Action Plan to the Office of Financial Aid & Scholarships Office:** www.rit.edu/aid/upload.

Based on the semester you are seeking a Federal Financial Aid Probation, you must submit both the “Federal SAP Action Plan” along with your completed and signed “Request for Federal Financial Aid Probation” by the following deadlines:

Summer Semester: June 10

Fall Semester: October 10

Spring Semester: March 10

Failure to follow these guidelines will result in automatic denial and thus the loss of federal aid eligibility for the semester(s) you are not meeting SAP. In some cases, institutional grants may also be rescinded.