



SAP Academic Plan

Students who have an approved SAP Appeal will automatically be placed on a SAP Academic Plan

1. Students who fail to meet the requirements of the SAP Policy will be placed on Financial Aid Suspension for the following:
 - not having the minimum GPA
 - not passing at least 67% of their courses
 - for exceeding the Maximum Time-Frame to complete their degree
2. Students on Financial Aid Suspension are not eligible to receive financial aid.
3. Students placed on Financial Aid Suspension can submit a SAP Appeal Form to request to have their aid reinstated for the appeal semester (limit 3 SAP Appeals).
4. Students with an approved SAP Appeal will be placed on Financial Aid Probation for the approved semester and will automatically be placed on a SAP Academic Plan.
5. Students must successfully follow all the conditions of their SAP Academic Plan.
6. Student's SAP Academic Plan will be reviewed at the end of each semester.
7. If during the Financial Aid Probation, the student meets all the conditions of their SAP Academic Plan, they can continue to receive financial aid (if otherwise eligible) until the length of the plan has expired.
8. Students who do not meet the criteria of their SAP Academic Plan will be placed back on Financial Aid Suspension until they are once again meeting the SAP Policy requirements or submit another successful appeal.
9. **Conditions of SAP Academic Plan**

Students must meet **all** of the following criteria on their Academic Plan to be granted an additional semester of Financial Aid

1. Enroll in all courses listed on the Academic Plan
2. Pass all courses listed on academic plan. Do not make any 'F's
3. Earn minimum 2.0 GPA for the **semester**
4. Do not drop any courses listed on academic plan
5. Do not withdraw from any courses listed on academic plan
6. Do not drop below half-time enrollment

10. Length of a SAP Academic Plan

SAP ISSUE	LENGTH OF ACADEMIC PLAN
GPA	up to 4 semesters or student is once again meeting conditions of SAP policy
PACE – 67%	up to 4 semesters or student is once again meeting conditions of SAP policy
Max-time	up to 2 semesters or student is once again meeting conditions of SAP policy

11. Additional requirements to remain on SAP Academic Plan:

- a. After the approved appeal semester, student will be required to submit a SAP Statement of Understanding each semester (by the established deadline) in order to remain on SAP Academic Plan.
- b. If a student fails to submit the SAP Statement of Understanding by the established deadline, then the student would not be eligible to have their semester of aid extended. The student will be placed back on financial aid suspension if they are still not making SAP.
- c. If the student submits a SAP Statement of Understanding, however at the next SAP Review, has failed to meet all the conditions of their SAP Academic Plan, then the student would NOT be granted an additional semester of aid. The student would be placed back on financial aid suspension unless they are now making SAP.
- d. If the length of the SAP Academic Plan has expired and the student is still not making SAP, then the student would not be eligible for another extension of aid. The student would need to submit another SAP Appeal to request their aid be reinstated or students can submit up to 3 SAP Appeal Forms.
- e. Submitting a SAP Statement of Understanding/Academic Plan does not guarantee automatic extension of financial aid.
- f. If at the end of the SAP review, student is once again making SAP or has now graduated from their degree program, the SAP Academic Plan will no longer need to be required.

12. The SAP Academic Plan will remain in effect until either:

- a. You are once again meeting the Satisfactory Academic Progress policy requirements
- b. You have graduated from your degree program
- c. You have met the length of your Academic plan
- d. You fail to meet the conditions of your Academic Plan



Financial Aid Appeal-Academic Plan

Name: _____ Student ID#: _____

Academic Advisor: _____

Appeal Reason

- Cumulative GPA below
- Did not complete 67% of courses attempted
- 150% beyond the published timeframe

MY GOALS (To be completed by student appealing)

My Academic Goal:

- Associate's Degree
- Transfer
- Bachelor's Degree

My Career Goal: _____

My Major: _____
 Undecided

My Concerns about My Ability to Improve My GPA or Completion Rate Are:

- Financial
- Transportation
- Work Demands
- Child Care
- Medical/Disability
- Other Concerns:

Check All that Apply

STUDENT & ADVISOR INFORMATION

Upon completion of the scheduled appointment with the academic advisor the following items must accompany this Appeal form:

- ACADEMIC TRANSCRIPT
- ACADEMIC EVALUATION
- COURSE PLANNING WORKSHEET
- STUDENT WRITTEN STATEMENT

NOTE: All courses where student has earned a grade of “D”, “Q”, “W”, or “F” must be highlighted on the Academic transcript.

NOTE: Courses listed on the academic evaluation that are currently in progress and or scheduled for the semester must be highlighted.

NOTE: Student must provide proposed grades for each planned course that is listed on the course planning worksheet.

STUDENT REQUIREMENTS

- Every student who seeks an appeal of the termination of financial aid eligibility must meet with an academic advisor to develop an ACADEMIC PLAN FOR SAP IMPROVEMENT
- Your Appeal is not approved until the ACADEMIC PLAN is submitted to the Financial Aid Office.
- If you do not meet all the requirements of the plan, your SAP Appeal Approval is null and void and all financial aid will be cancelled. The Office of Financial Aid will monitor your courses/grades/completion each semester while you are under the terms of the plan.
- Your ACADEMIC PLAN FOR SAP IMPROVEMENT may be a multi-semester plan. You must adhere to it each and every semester. Any deviation will make this plan void.
- Be sure to meet with your advisor if you do not feel that you can meet the terms of the plan.

**Financial Aid Academic Plan for SAP Improvement
Course Planning Worksheet**

Student Name: _____

Program of Study: _____

Advisor's Name: _____

Date: _____

MY STATEMENT OF UNDERSTANDING

Advisor Notes

I plan to graduate in _____

- I have met with my academic advisor and agree to the Academic Plan as documented in the attached form.
- I understand that I have only one opportunity to meet with an advisor to restructure my original academic plan.
- I have read and understand the requirements to stay in good standing for financial aid (Satisfactory Academic Progress).
- I understand that this Academic Plan for SAP Improvement is a Contract between the Texas College and me.
- I understand that the Academic Plan for SAP Improvement will not exceed 3 semesters.
- I understand that I can only be granted one appeal.
- I understand that I must follow the above plan in its entirety in order to remain eligible for financial aid.
- I understand that the Office of Financial Aid will be monitoring my progress and this plan is void at any point that I do not comply with the plan.

Student Signature

Date

Advisor Signature

Date