### Satisfactory Academic Progress (SAP) Academic Plan 2019-2020

**Student ID:** ______________ **Student’s Name:** ____________________________

**Date of Birth:** ________ / _______ / ________ **Phone:** __________

**LSC E-mail:** ______________

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**STUDENT INFORMATION**

<table>
<thead>
<tr>
<th>I am not meeting the following SAP requirement(s):</th>
<th>Program of Study:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ GPA □ Completion Rate □ Maximum Time</td>
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**PLAN FOR SUCCESS**

**I plan to use the following resources to aid in my success:**

<table>
<thead>
<tr>
<th>Academic Advisor</th>
<th>□</th>
<th>Tutoring</th>
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<tbody>
<tr>
<td>Career Center</td>
<td>□</td>
<td>Learning Center</td>
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<tr>
<td>Counseling</td>
<td>□</td>
<td>Peer Mentor</td>
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<tr>
<td>Student Disability Services</td>
<td>□</td>
<td>Other</td>
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Students who have failed to achieve minimum SAP standards are required to submit an Academic Plan.

The SAP Academic Plan must include only coursework that will be taken to achieve the degree or certificate.

Initial next to each statement below to acknowledge you understand the Academic Plan requirement.

- The student is required to follow the Academic Plan in order to receive federal, state, and institutional financial assistance if eligible.

- The student must only enroll in courses listed on his/her Academic Plan, meet minimum completion rates, and make progress each semester.

- The student’s progress will be reviewed each semester. Failure to meet the terms of the Academic Plan will jeopardize eligibility for federal, state, and institutional financial assistance.

**Submit by:** November 15 (Fall Semester), April 1 (Spring Semester), and July 15 (Summer Semester).

Failure to submit the Academic Plan to the FINANCIAL AID OFFICE will result in loss of eligibility.
The Academic Plan section must be completed by an Academic Advisor.

Instructions for the Academic Advisor: Complete the Academic Plan section and the Degree/Program Planning Worksheet. The student cannot receive federal financial assistance next semester without this document.

### ACADEMIC PLAN

**Program of Study:**

**Number (#) of hours remaining to complete the program at Lone Star College:**

<table>
<thead>
<tr>
<th>Campus offering the program:</th>
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<td>CF</td>
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Complete the Degree/Program Planning Worksheet for Lone Star College.

DO NOT INCLUDE HOURS NEEDED FOR TRANSFER PROGRAMS

### DEGREE/PROGRAM PLANNING WORKSHEET

<table>
<thead>
<tr>
<th>Class:</th>
<th>Hours:</th>
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Total Hours:
STUDENT ACKNOWLEDGEMENT

Initial below to verify that you have read each statement.

I understand that I must:

- Take courses only listed in attached Degree/Program Planning Worksheet.
- Meet all SAP Academic Plan requirements in order to continue receiving financial aid.
- Meet the following minimum standards while on the Academic Plan:
  - _____Maintain a 2.0 semester GPA
  - _____Complete 75% of the hours attempted each term
  - _____Maintain a cumulative 2.0 GPA once 70% of my program is complete
- Meet the Maximum Time frame - Complete all attempted courses with an A, B, C, D, or P (pass).

I understand that I have only one opportunity to request an Academic Plan Modification based on new extenuating circumstances.

CERTIFICATION

I certify that the information provided herein is true and correct to the best of my knowledge. I also understand that if I purposely give false or misleading information, in connection with my application for federal aid, I may be subject to a fine of up to $20,000, sent to prison, or both.

Student Signature: ___________________________ Date: ____________

Print Advisor Name: ____________________________

Advisor Signature: ___________________________ Date: ____________

FOR OFFICE USE ONLY

Comments:

☐ Approved ☐ Denied

Financial Aid Designee Printed Name: ____________________________

Financial Aid Designee Signature: ___________________________ Date: ____________

Please return this completed form to your nearest campus:

LSC-CyFair
Financial Aid Office/CASA 105
9191 Barker Cypress Road
Cypress, TX 77433-1383

LSC-Tomball
Financial Aid Office/S 114
30555 Tomball Parkway
Tomball, TX 77375-4036

LSC-North Harris
Financial Aid Office/SSB 102
2700 W W. Thorne Drive
Houston, TX 77073-3499

LSC-Montgomery
Financial Aid Office/Building C
3200 College Park Drive
Conroe, TX 77384-4500

LSC-Kingwood
Financial Aid Office/SCC 150
20000 Kingwood Drive
Kingwood, TX 77339-3801

LSC-University Park
Financial Aid Office/Building 12 Suite 233
20515 SH 249
Houston, TX 77070