

## SATISFACTORY ACADEMIC PROGRESS (SAP) ACADEMIC PLAN

2018-2019

Student ID: \_\_\_\_\_ Student's Name: \_\_\_\_\_  
Last First MI  
 Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone: \_\_\_\_\_ LSC E-mail: \_\_\_\_\_

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.

\_\_\_\_ 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:** Nov 15 (Fall Semester), Apr 1 (Spring Semester), and July 15 (Summer Semester).

Failure to submit the plan to the **FINANCIAL AID OFFICE** will result in loss of eligibility.

### STUDENT INFORMATION

I am not meeting the following SAP requirement(s): <input type="checkbox"/> GPA <input type="checkbox"/> Completion Rate <input type="checkbox"/> Maximum Time	Program of Study:
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### PLAN FOR SUCCESS

I plan to use the following resources to aid in my success:	
Academic Advisor <input type="checkbox"/>	Tutoring <input type="checkbox"/>
Career Center <input type="checkbox"/>	Learning Center <input type="checkbox"/>
Counseling <input type="checkbox"/>	Peer Mentor <input type="checkbox"/>
Student Disability Services <input type="checkbox"/>	Other <input type="checkbox"/> _____

Student ID: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Last

First

MI

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:

Campus Offering the Program:

CF    KW    NH    MC    TC    UP

Complete the Degree/Program Planning Worksheet for Lone Star College.

DO NOT INCLUDE HOURS NEEDED FOR TRANSFER PROGRAMS

### DEGREE/PROGRAM PLANNING WORKSHEET

Class	Hours

Total Hours:

Student ID: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Last

First

MI

## STUDENT ACKNOWLEDGEMENT

### I understand that I must:

- Take only courses listed in attached Degree/Program Planning Worksheet.
- Meet all requirements of the SAP Academic Plan 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

Print Financial Aid Designee Signature:

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

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

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

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

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