SAP Academic Plan-of-Action

Student Agreement

Objective of SAP Academic Plan-of-Action

Students who have failed to achieve minimum SAP standards are required to submit as part of the appeal process an Academic Plan-of-Action listing the required courses for the stated program of study. The SAP Academic Plan-of-Action must include only coursework that will be taken to achieve the degree or credential. Students must also achieve minimum SAP requirements no later than the end of the Academic Plan's projected end date and/or graduation date to retain Title IV eligibility.

- The student will be required to follow the Academic Plan-of-Action in order to receive federal, state and institutional financial assistance.
- The student must be enrolled only in the course work listed on their Academic Plan-of-Action, meet minimum completion rates, and be making progress each semester toward all SAP Requirements by the end of the Academic Plan-of-Action projected end date.
- The student's progress will be reviewed each semester. Failure to meet the terms of the Academic Plan-of-Action will jeopardize eligibility for federal, state and institutional financial assistance.

SAP Requirements:

Satisfactory Academic Progress is measured with the following standards:

- **Qualitative measure**- Student's Cumulative Grade Point Average (GPA) must be 2.0 or greater.
- **Quantitative measure**- Students must successfully complete 67% of all classes they attempt. (67% Rule – Earned hours divided by Attempted Hours).
- **Maximum Time Frame**- Students are allowed to attempt no more than 150% of the classes required to earn a specific degree or credential.
- **Pace Progression**- Students must meet or prove they will be able to meet both the qualitative and quantitative measures at a pace that insures graduation prior to reaching the Maximum Time Frame threshold also referred to as "on track" to graduate. Students who cannot meet this requirement will not be approved.

Instructions for student: Your Academic Advisor must list the course title, course number and credits of each course for the current (or next) semester you plan to enroll. Per federal regulations, the Student Financial Aid Office will only consider funding for the courses needed to meet the course requirements for graduation or completion of your program of study.

The Academic Plan-of-Action must be signed by you and an Academic Advisor. *(If both signatures are not provided, the SAP Appeal Committee will not review your SAP Appeal Request.)*

Last: _____ First: _____MI: _____ Date: _____

Student ID: **0 0** __ __ __ __ __ __ __ Program of Study: _____

(Your 9-digit school Student ID number MUST be furnished before this SAP Appeal Request can be processed.)

.**Student Acknowledgement:** *By signing below, I agree to adhere to the terms of this plan of action to retain my eligibility for federal, state and institutional aid, and I acknowledge that I have read and understand that failure to follow and meet the terms as outlined in this contact will result in the forfeiture of future financial aid eligibility for the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Kentucky CAP Grant, Federal Ford Direct Student Loans (Subsidized, Unsubsidized, Parent PLUS, Federal Work-Study programs, and other state aid programs.*
I also understand and acknowledge that once I have lost eligibility for financial aid, I may have my eligibility reinstated by successfully completing sufficient credits to meet the SAP standards without the assistance of financial aid programs and I must notify the Financial Aid Office once the credits have been completed.

Student Signature: (required)	**Date:**
_____	_____

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Advising Form

Instructions for Academic Advisor: New federal regulations require the institution to establish an Academic Plan-of-Action for students who have failed to meet SAP standards as defined by the Department of Education. **Financial Aid SAP eligibility is not the same as Academic probation**. Please work with the student to develop a planned curriculum to ensure that s/he has a realistic academic plan and that the coursework listed is required for the student's declared program. Once this plan is developed and agreed upon, please sign and date the Academic Plan-of-Action. Attach a separate sheet if additional space is needed. The student cannot receive federal financial assistance for the upcoming academic semester without this document. If you have questions concerning the SAP policy, please refer to the policy at: http://www.kctcs.edu/en/Students/~/media/System_Office/Financial_Aid/11-12/SATISFACTORY%20ACADEMIC%20PROGRESS.ashx

Last: _____ First: _____MI: _____ Student ID: **00**_____

Program Plan of Study: _____ Expected Graduation Date: _____

☐ Check here and sign below if you are attaching the Program Plan Curriculum Sheet or a form used by your department. Remember to highlight all courses needed to complete the program.

Course Number	*Course Title*	*Credit Hours*
	Total Credit Hours Needed to Complete the Program	

Attach a separate sheet if additional space is needed.

Academic Plan of Action Projected End Date_____

Advisor's Signature *(required)* _____ Date _____

PRINT Advisor's Name: _____ **Advisor's Department:** _____

Do not write below this line

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Satisfactory Academic Progress Appeal Committee – Please review this information and submit your recommendation to the Financial Aid Office.

SAP Appeals Committee Signature:	Approved or Denied	Date:	Comment/Recommendation:

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