Individual Academic Plan (IAP)

Student Name: ___________________________  Student ID: ______________________

Email: ___________________________________  Phone: ______________________

IAP Objective: This plan is designed to help students set a tutoring plan for the semester and establish appointments with the SSC advisor in order to track progress towards success and course completion.

College Commitment: College will provide tutoring and resources to assist student in being successful with semester courses.

<table>
<thead>
<tr>
<th>Issues of Concern:</th>
<th>Semester Courses:</th>
<th>Beginning GPA:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>Financial</td>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>Work</td>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>

Issues of Concern:
- Medical
- Financial
- Transportation
- Work
- Personal

Semester Courses:
1. 
2. 
3. 
4. 

Ending GPA:

Tutoring Instructions:
Student will utilize Student Success Center and Writing Center for tutoring and independent study.

Tutoring Location:
- Uvalde
- Eagle Pass
- Del Rio
- Crystal City

Tutoring Days & Time:
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

(minimum 3 hours per week commitment)

SSC Advisor Appointments:
1. 
2. 
3. 

Advisor Comments:
Student has been advised on the Individual Academic Plan and goals outlined require student to achieve a “C” or higher in order to bring GPA or completion rate up.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student Signature: ___________________________ Date: ______________________

SSC Advisor Signature: ___________________________ Date: ______________________

White-Fin. Aid
Yellow –Student
Pink-SSC Advisor
**Individual Academic Plan (IAP) Management—Financial Aid Appeals**

**Quick Reference**

<table>
<thead>
<tr>
<th>PRIOR TO START OF SEMESTER:</th>
<th>DURING SEMESTER:</th>
<th>END OF SEMESTER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students report to SSC with Financial Aid appeal packet.</td>
<td>IAP students complete an IAP Requirement Form and/or sign-in each time they visit the SSC.</td>
<td>Final grades and attendance are observed and recorded in Whippleware and Estudias.</td>
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<tr>
<td>IAP is developed by SSC Coordinator and documented in Whippleware and Estudias.</td>
<td>IAP students’ attendance in the SSC is monitored by coordinators.</td>
<td>Compliant/Noncompliant report is downloaded from Whippleware.</td>
</tr>
<tr>
<td>After appeal decision is made by Financial Aid Appeals Committee, a decision list is sent to SSC.</td>
<td>Coordinators work to engage with students and build rapport.</td>
<td>Compliant/Non-Compliant report is sent to Financial Aid Office on the Monday morning after grades are posted for the semester.</td>
</tr>
<tr>
<td>Students denied are removed from IAP list, but are strongly advised to continue to work to improve academic standing.</td>
<td>Contacts are entered into Estudias regularly.</td>
<td><strong>COMPLIANT VS. NON-COMPLIANT:</strong></td>
</tr>
<tr>
<td></td>
<td>IAP students meet with SSC Coordinator monthly.</td>
<td>If student is non-compliant, but <em>does</em> pass all classes student goes into good standing.</td>
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<tr>
<td></td>
<td>Student Progress Report Forms are distributed to instructors at 4th and 11th week.</td>
<td>If student is compliant, but <em>does not</em> pass all classes student goes back on suspension and must appeal again.</td>
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<tr>
<td></td>
<td>Mid-term grades &amp; attendance are monitored &amp; documented in Whippleware.</td>
<td>If student is non-compliant and <em>does not</em> pass all classes, student goes onto suspension and must appeal again.</td>
</tr>
</tbody>
</table>

**FREQUENTLY ASKED QUESTIONS:**

- Why am I limited to 6 credit hours per semester under a Financial Aid appeal?
- I am in a technical program, I don’t have time or any reason to get tutoring?
- What if I don’t complete the terms/reach the goal of my IAP?

**PROCEDURE FOR STUDENTS NOT ATTENDING:**

1st attempt—email student; explain warning status
2nd attempt—call student; reiterate warning status
3rd attempt—contact instructor(s)
4th attempt—send written warning to mailing address on file