SWTJC — A TOP 10 COMMUNITY COLLEGE IN THE U.S.

Semester: ☐ Fall ☐ Spring ☐ Summer   Year:_____

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.

Issues of Concern:	Semester Courses:	**Beginning GPA:**
○ Medical ○ Financial ○ Transportation ○ Work ○ Personal	1. 2. 3. 4.	**Ending GPA:**

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

Tutoring Location:	**Tutoring Days & Time:** (minimum 3 hours per week commitment)	SSC Advisor Appointments:
○ Uvalde ○ Eagle Pass ○ Del Rio ○ Crystal City	○ Monday _____ ○ Tuesday _____ ○ Wednesday _____ ○ Thursday _____ ○ Friday _____	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

PRIOR TO START OF SEMESTER:

Students report to SSC with Financial Aid appeal packet.

IAP is developed by SSC Coordinator and documented in Whippleware and Estudias.

After appeal decision is made by Financial Aid Appeals Committee, a decision list is sent to SSC.

Students denied are removed from IAP list, but are strongly advised to continue to work to improve academic standing.

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?

DURING SEMESTER:

IAP students complete an IAP Requirement Form and/or sign-in each time they visit the SSC.

IAP students' attendance in the SSC is monitored by coordinators.

Coordinators work to engage with students and build rapport.

Contacts are entered into Estudias regularly.

IAP students meet with SSC Coordinator monthly.

Student Progress Report Forms are distributed to instructors at 4th and 11th week.

Mid-term grades & attendance are monitored & documented in Whippleware.

SSC Coordinators make multiple attempts to contact students not attending the SSC .

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

END OF SEMESTER:

Final grades and attendance are observed and recorded in Whippleware and Estudias.

Compliant/Noncompliant report is downloaded from Whippleware.

Compliant/Non-Compliant report is sent to Financial Aid Office on the Monday morning after grades are posted for the semester.

COMPLIANT VS. NON-COMPLIANT:

If student is non-compliant, but _does_ pass all classes student goes into good standing.

If student is compliant, but _does not_ pass all classes student goes back on suspension and must appeal again.

If student is non-compliant and _does not_ pass all classes, student goes onto suspension and must appeal again.