



# Academic Plan Worksheet

Iowa Central Community College • One Triton Circle, Fort Dodge, IA 50501  
Phone: 1-800-362-2793 or 515-576-7201 • Fax: 515-574-1037 • financialaid@iowacentral.edu

Name: \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Student ID: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Check this box if this is a new address

## The Academic Plan process requires that you:

- Review the Satisfactory Academic Progress Standards** (*see back page*)
- Complete the Academic Plan Worksheet** (*You will need to see your academic advisor to complete the worksheet. It is very important that this plan is outlined through graduation so the Financial Aid Office can evaluate the required courses and semesters needed in your plan.*)
- Submit completed Academic Plan Worksheet and required attachments to the Financial Aid Office before the submission deadline.**
  - *Fall Term – 5<sup>th</sup> Day of Term*
  - *Spring Term – 5<sup>th</sup> Day of Term*
  - *Summer Term – June 1<sup>st</sup>*
  - *8 week online – 2 weeks after start of term*
- If you fail to successfully meet the Academic Plan you & your advisor have set, you will no longer be eligible for Financial Aid at Iowa Central Community College. The Financial Aid Office will have the final decision on all Academic Plans.**

1. I certify that all of the information provided in this worksheet is true & correct.
2. I have completed all the above required documents.
3. I understand any incomplete information will cause delays in the processing of my Academic Plan.
4. I understand I will receive the results of my Academic Plan through the mail.
5. I understand that this decision of the Financial Aid Office is final.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Academic Plan Worksheet




THIS PORTION OF THE FORM WILL NEED TO BE COMPLETED **WITH** YOUR ACADEMIC ADVISOR. PLEASE COMPLETE EVERY ITEM ON BOTH PAGES OR THIS FORM WILL BE CONSIDERED INCOMPLETE AND WILL DELAY IN THE PROCESS OF YOUR ACADEMIC PLAN.



**Current Program/Major:** \_\_\_\_\_ **Graduation Date:** \_\_\_\_\_

Fill in one box for each semester that you have yet to complete towards to your indicated program/major.

**Things to consider:**

- You may need additional paper if you have more than five semesters to graduate.
- You must enroll for only the classes that are necessary to complete your identified program.
- Verify you are in the right major.
- Be sure to make a copy of your plan so you can use it later to track your academic progress.

<p style="text-align: center;">_____ <b>Term</b></p> <p><b>Course</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;">_____ <b>Year</b></p> <p><b>Credits</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	 <p><b>Total Credits:</b></p> <p>_____</p>
<p style="text-align: center;">_____ <b>Term</b></p> <p><b>Course</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;">_____ <b>Year</b></p> <p><b>Credits</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	 <p><b>Total Credits:</b></p> <p>_____</p>
<p style="text-align: center;">_____ <b>Term</b></p> <p><b>Course</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;">_____ <b>Year</b></p> <p><b>Credits</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	 <p><b>Total Credits:</b></p> <p>_____</p>

<p style="text-align: center;">_____ <b>Term</b></p> <p><b>Course</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;">_____ <b>Year</b></p> <p><b>Credits</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	 <p><b>Total Credits:</b></p> <p>_____</p>
<p style="text-align: center;">_____ <b>Term</b></p> <p><b>Course</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;">_____ <b>Year</b></p> <p><b>Credits</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	 <p><b>Total Credits:</b></p> <p>_____</p>

Total Credits for Program/Major	Total Previously Earn Credits in Program/Major	Total Credits Remaining
<i>(minus)</i>		=

We (*student/advisor*) have completed the above requested information to the best of our knowledge and we know that this information will be used when evaluating the student's financial aid request.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\*Note to Advisor:** After completing the above information please print the student's degree audit (*Datatel Screen BEVL*) to verify it matches the information submitted. This **must** be submitted with the student's Academic Plan Worksheet.

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return this form and all attachments to:

**MAIL**  
 Iowa Central Community College  
 Financial Aid Office  
 One Triton Circle  
 Fort Dodge, IA 50501

**OR**

**FAX**  
 (515) 574-1037

# SATISFACTORY ACADEMIC PROGRESS STANDARDS

## IOWA CENTRAL COMMUNITY COLLEGE FINANCIAL AID OFFICE

### Satisfactory Academic Progress:

Iowa Central Community College is required to establish academic progress standards for students who are federal and state financial aid applicants or recipients. This policy ensures that any student who receives or applies for financial aid is making progress toward a degree. The student's total academic history is monitored regardless of whether he/she has previously received financial aid.

In order to maintain eligibility for financial aid, a student must meet the "Standards Requirements" listed below. Failure to meet these requirements results in the loss of aid. Programs affected by "Standards Requirements" include, but are not limited to:

- |                     |                      |                            |
|---------------------|----------------------|----------------------------|
| *Federal Pell Grant | *Federal Direct Loan | *Federal SEOG              |
| *Federal Work Study | *Federal PLUS Loan   | *IA National Guard Program |
| *IA Voc Tech Grant  | *IA Kibbie Grant     | *Other state programs      |

<b>STANDARDS REQUIREMENTS</b>	<p><b>1. Pace: Successfully complete 67% of attempted credit hours. This will be measured on a cumulative basis. Example: If the student attempts a total of 24 credit hours the first academic year, the student must satisfactorily complete 16 credit hours. (Example: 24 credit hours x .67 (67%) = 16 credit hours.)</b></p>	<p><b>2. Maximum Time Frame: Completion of the academic program in 150% of the published credits. Example: Associate in Arts degree = 60 credit hours. Maximum attempted credit hours permitted to complete this program would be 90. (60 credit hours x 1.5 (150%) = 90 credit hours.)</b></p>	<p><b>3. Minimum Cumulative Grade Point Average:</b> ★ A cumulative GPA of 2.00 must be met.</p>
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### Additional Information

1. Credit/no credit, course repeats, withdrawals, incompletes, and developmental courses will be included as part of the student's cumulative credit hours attempted for pace and maximum time frame purposes.
2. In computing the cumulative GPA for graduation, only the most recent grade earned in a course, that has been repeated, will be used.
3. Transfer Students are considered to be making satisfactory academic progress for financial aid purposes upon initial enrollment. Upon enrollment, relevant transfer credits and GPA that become part of the student's academic record at Iowa Central will be included in the student's satisfactory academic progress calculation. Students must send all official college transcripts in order to determine eligibility.
4. Courses taken for audit, hours via Institutional Proficiency Exams, Advanced Placement and hours via the College Level Examination Program will not be included as a part of the student's cumulative credit hours enrolled for maximum time frame purposes.

### Monitoring Progress

1. Academic progress will be monitored at the end of each term to determine if the "Standards Requirements" have been met.
2. Financial Aid Warning- The first term the student fails to meet the "Standards Requirements" the student will be placed on Financial Aid Warning. This warning period should be utilized by the student to meet the "Satisfactory Academic Progress Standards Requirements." The student will only be given one Warning term at Iowa Central.
3. Academically Ineligible – Students failing to show satisfactory progress during their warning period will be Academically Ineligible. A student may not receive any aid listed above while they are Academically Ineligible.

### Reinstatement of Eligibility

1. Complete the number of credit hours necessary to achieve the 67% requirement and/or minimum cumulative GPA needed for their grade level. This will be at the student's own expense. When these hours have been completed, the Financial Aid Office must be notified so eligibility for aid can be reinstated.
2. If special circumstances exist (including but not limited to: death of family member, personal or family illness, family crisis), the student may appeal by submitting a typed letter stating the reasons the "Standards Requirements" were not met and completing the Appeal Form. Appropriate third-party professional documentation may be required. The Appeals Committee will review the appeal. If the appeal is approved, eligibility for financial aid will be reinstated on a probationary status for one term.
3. If the student fails to meet the "Satisfactory Academic Progress Standards Requirements" after the probationary term, the student will be academically ineligible. The student has the option of completing an Academic Plan that will ensure the student meets the "Satisfactory Academic Progress Standards Requirements" at a specific point in time. If the student is not successfully following the Academic Plan they will no longer be eligible for financial aid at Iowa Central.

### Submission Deadlines

Appeals: *Fall Term:* October 1; *Spring Term:* February 12; *Summer Term:* July 6; *8 Week Online:* 2 weeks after start of term.  
 Academic Plans: *Fall Term:* 5<sup>th</sup> day of the term; *Spring Term:* 5<sup>th</sup> day of the term; *Summer Term:* June 1; *8 Week Online:* 2 weeks after start of term  
 All Appeals or Academic Plan Worksheets must be turned in prior to the submission deadline to be considered for that term. If the deadline date falls on a weekend/holiday, the Appeal or Academic Plan Worksheet must be turned in prior to the weekend/holiday.

### Additional regulations that affect Veterans Benefit eligibility

For satisfactory academic progress, the following academic performance criteria apply to all veterans or other students eligible for VA benefits. The Veterans Administration requires that all students receiving VA education benefits maintain satisfactory academic progress. Iowa Central defines satisfactory academic progress as achieving a cumulative 2.00 GPA. If a veteran does not make at least a "C" average (2.00) on all hours pursued, a warning period of one term will be granted. At the end of the warning term a cumulative GPA of 2.00 must be reached. If a 2.00 is not attained, the VA benefits will be withdrawn and the student will be academically ineligible to receive VA education benefits. Reinstatement of eligibility is obtained by either reaching the 2.00 cumulative GPA or a student can submit a letter of appeal. If the appeal is approved, eligibility for the VA benefits will be reinstated on a term probationary status.