

**Academic Plan of Action (PLOA) (Revised: March 2017) - Gateway Community & Technical College**

Federal regulations require the institution to establish an Academic Plan-of-Action (PLOA) for students who have failed to meet Satisfactory Academic Progress (SAP) standards as defined by the institution. Gateway policy states that a student must be completing 67% of attempted coursework (transfer hours, incomplete hours, failures, withdrawals, etc. count as attempted) and maintain a 2.00 cumulative GPA to receive federal financial aid. A student must also complete the declared program within 150% of the advertised timeframe (ex: 90 credits to complete a 60 credit hour program).

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. Begin the plan with the term for which the appeal is approved. Once this plan is developed and agreed upon, you and the student must sign and date the PLOA. The student should submit the signed PLOA to the financial aid office in the time frame permitted. The student cannot receive federal financial assistance without this document. If you have questions concerning the SAP policy, the policy is located here <https://gateway.kctcs.edu/affording-college/satisfactory-academic-progress/sap-appeal-instructions.aspx>

Student: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 Declared Program of Study: \_\_\_\_\_  
 Pending Program of Study Application?      NO      YES      Pending Program: \_\_\_\_\_  
 Expected Graduation/Completion Date: \_\_\_\_\_  
 Current Cum GPA: \_\_\_\_\_      Current Cum Hours Completed: \_\_\_\_\_

**List courses required for completion beginning with term of appeal:**

**Department, Course Number, & Credit Hours with anticipated term of enrollment**

Department & Course Number	Credit Hours	Term
<b>Total Credit Hours Needed for Program Completion</b>		

Use additional pages as needed

Academic Plan of Action Projected End Date: \_\_\_\_\_  
 Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Advisor Name and Department: \_\_\_\_\_

**Student must submit the PLOA to the financial aid office within the time frame given.**