HENRY FORD COLLEGE

FQCSPLAN
Office of Financial Aid
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School Code: 00227000

2016-2017 FINANCIAL AID ACADEMIC PLAN
for SATISFACTORY ACADEMIC PROGRESS "150% RULE" VIOLATORS

Since you have attempted more than 150% of the credit hours required for your current program of study, in order to have a Satisfactory Academic Progress (SAP) Suspension Appeal considered for the 2016-2017 award year, you must meet with a Henry Ford College (HFC) Counselor, Associate Dean, or Faculty Department Head to complete a SAP Academic Plan. This is required to ensure that you take only classes which are applicable to your current program of study and which will assist you in attaining your educational goal in the most concise way possible. This form must be completed and signed by an appropriate HFC official and then also signed by you, the student. You are expected to know and understand the following:

- You must register ONLY for the classes specified on this Academic Plan.
- Registering for any classes which are not indicated on this academic plan may automatically and immediately result in your being ineligible to receive financial aid funding for that semester and all future semesters at HFC. In addition, you will be responsible for all costs associated with your enrollment for that semester.
- You must remain enrolled in your classes and achieve a passing grade in each class, without dropping any of the classes, or you will no longer be eligible to receive financial aid funding at HFC.
- Should any change be needed due to changes in degree requirements or a change in electives, a revised Academic Plan must be submitted in order to be considered for financial aid.
- If it will take longer than one award year to complete your current program of study, a new SAP Academic Plan will need to be submitted to the HFC Office of Financial Aid prior to enrolling in the 2017-2018 award year.

Submit this form along with all other required documentation by paper-clipping all items together and returning them to any drop box on the HFC campus or by mail or fax to the address and fax number listed above. Appeals must be submitted by the appropriate semester deadline. **Submission of this document does not guarantee approval of your SAP Appeal for the 2016-2017 award year.**

Student Name (printed): _____ Student ID #: _____

Program of Study (*only one Program of Study can be declared for purposes of this appeal*):_____

All classes that are REQUIRED for your declared Program of Study, and are still needed to complete the certificate/degree requirements, should be listed below. Courses that are supplemental to the Program of Study, but are not required to complete the certificate/degree, should not be listed and, if enrolled in, will make the student ineligible for financial aid.

Course Name & Number	Course Name & Number	Course Name & Number

My signature below acknowledges my understanding that if my Financial Aid SAP Appeal is approved, I must take only classes that are indicated on this academic plan and that I must successfully complete each of the classes taken. If I register for any classes not included on this academic plan, I will immediately be considered ineligible for financial aid funding. Failure to successfully complete any of the specified classes indicated will result in the termination of my continued financial aid eligibility and I will no longer be eligible to receive financial aid funding at HFC. I realize that this determination will not be subject to further appeal.

Student Signature: _____ Date: _____

As the HFC Official approving this document, I certify the classes listed on this document are REQUIRED in order for the student to complete their Program of Study. In addition to listing the classes above, I am also attaching the following supporting documentation that reflects the required courses (choose one or both):

_____ Printed EVAL that shows each class as still incomplete
_____ Copy of articulation agreement (3+1 Agreement) that shows each class as needed to fulfill the agreement.

HFC Official Printed Name: _____ HFC Official Signature: _____