

**2017-2018 Financial Aid Course Eligibility Exception Request**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Program of study: \_\_\_\_\_

U.S. Department of Education regulations require that a student must be enrolled in an eligible program of study to receive financial aid. In addition, only classes required for the student's program of study are eligible for financial aid funding. Classes not required for your program of study will not be eligible for any financial aid funding.

There are some instances when a class that is required is not listed in your program of study. In those cases, the student must submit this form to indicate why an exception is necessary by filling out the information below. Exception requests will be reviewed by the Office of Financial Aid. After the review is complete, an email will be sent to the student's Hawkmail regarding the outcome of the review.

**In order for an exception to be reviewed:**

- 1. The program of study the student is seeking must be reflected on their HFC record as their active program.**
- 2. The student must be enrolled in the class for which they are seeking an exception.**

Semester Class Will be Taken (check one):       Fall 2017     Winter 2018     Spring/Summer 2018

Please check the appropriate box below:

**Class is a pre-requisite for a course required as part of my program of study.**  
*Example: MATH-183 is required as part of my program of study and MATH-180 is a pre-requisite to MATH-183.*

Class for which exception is being requested: \_\_\_\_\_

Class on program of study that requires this as a pre-requisite: \_\_\_\_\_

**Class is required for a 3+1 or Articulation Agreement.**  
If you are part of a 3+1 or Articulation Agreement, you must meet with an Advisor, Success Navigator or Counselor to complete this form. Note: Classes which are part of a Transfer Guide are not eligible for an exception.

Class for which exception is being requested: \_\_\_\_\_

Advisor/Success Navigator/Counselor Signature: \_\_\_\_\_

Copy of 3+1 or Articulation Agreement Attached (required)       Yes       No

**Class is an approved substitution for a course required as part of my program of study.**  
If you are being granted a course substitution, the issuing department must submit the appropriate documentation to Records & Registration. Once the change has been formally made on your record, the Office of Financial Aid will be notified.

Class for which exception is being requested: \_\_\_\_\_

Class on program of study for which a substitution is being made: \_\_\_\_\_

**Class is part of the Honor's Program (list course)** \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date