

Appeals must be completed using the year-appropriate "Financial Aid Suspension Appeal Form". Appeal statements must be typed, and all documents submitted should include the student's name and HFC ID number. Appeals must be submitted to the HFC Office of Financial Aid, with all required supporting documentation, no later than the deadline date stated on the Financial Aid Suspension Appeal. Late or incomplete appeals will not be considered. If appeals are received or completed after the stated deadline, a student may register for classes at their own expense, but they will not be considered for reinstatement of financial aid eligibility until the following semester.

The Financial Aid Suspension Appeal Committee reviews all appeals on a case-by-case basis. Submission of an appeal does not guarantee reinstatement of financial aid eligibility. Students whose appeals are approved will be placed on Financial Aid Probation. Financial Aid Probation is a status assigned to a student who fails to make satisfactory academic progress, who has appealed, and who has had eligibility for Federal Title IV aid reinstated. A student placed on Financial Aid Probation is only eligible to receive aid for one award period (e.g. semester or Spring/Summer). If at the end of that award period, a student is still not making Satisfactory Academic Progress, a new appeal will only be considered if the student has met the conditions of their probation, as explained in their reinstatement notification as well as later in this policy document

#### **FAILING TO MEET COMPLETION PERCENTAGE AND/OR MINIMUM GPA REQUIREMENTS**

When a student is placed on Financial Aid Suspension for failure to meet either the Completion Percentage requirement or the minimum 2.0 GPA requirement, and that student files an appeal which is approved, the student is to be placed on Financial Aid Probation and their aid is only to be restored for one semester (Fall, Winter, or Spring/Summer).

There is an expectation that an appeal will only be approved for a student if it is reasonably possible for the student to be meet Satisfactory Academic Progress standards by the end of the one-semester probationary period. If a student has an appeal approved and they are not meeting Satisfactory Academic Progress standards at the end of the one-semester probationary period, subsequent appeals will only be considered if the student has successfully completed all classes in which they enrolled during the probationary period and they have achieved a semester-based GPA greater than 2.00 (e.g. 2.01 or higher).

Students who do not meet these probationary expectations will not be eligible to receive further financial aid funding at Henry Ford College. The only way for a student to regain Title IV eligibility is to, at their own expense, improve their academic record so that they meet the minimum SAP standards. At that time the student will be able to have their financial aid eligibility reinstated for subsequent periods of enrollment. However, classes paid by the student to regain SAP eligibility are not eligible to be reimbursed once Title IV eligibility has been reinstated.

In the event a Financial Aid Suspension Appeal is denied, the student is responsible for payment of all charges related to the current semester of enrollment and all semesters of attendance until Satisfactory Academic Progress standards are met.

#### **FAILING TO MEET TOTAL ATTEMPTED CREDIT HOURS (150% RULE) REQUIREMENT**

Students whose total attempted credit hours exceed 150% of the credit hours published as being required for the completion of their associate degree program or eligible certificate program must submit a Financial Aid Suspension Appeal in order to continue receiving federal or state financial aid. In addition to completing and submitting a Financial Aid Suspension Appeal Form, students in violation of the "150% Rule" must also meet with an HFC Counselor, Associate Dean, or faculty department head to complete a "Financial Aid Academic Plan for Satisfactory Academic Progress '150% Rule' Violators" form, which must be submitted along with their Financial Aid Suspension Appeal Form.

When a student is placed on Financial Aid Suspension for failure to meet the 150% Rule, and that student files an appeal which is approved, the student is to be placed on Financial Aid Probation, and their academic progress must be monitored, in accordance with a SAP Academic Plan, every semester until the student successfully completes their program of study.

If a student has an appeal approved, and the approved SAP Academic Plan is for a period of more than one semester, at the end of each probationary semester, the Financial Aid Suspension Appeal Committee will review the student's academic record to ensure that the student only enrolled in classes specified on their SAP Academic Plan and to ensure that the student successfully completed all of the classes in which they enrolled. As long as the student registered only in the classes specified in the SAP Academic Plan and successfully completed all of the classes in which they enrolled, financial aid eligibility will automatically be approved for each subsequent semester within that academic year (e.g. Fall, Winter, Spring/Summer). However, if the student registers for a class not specified in the SAP Academic Plan, if the student drops any of the classes in which they have registered, or if the student fails to successfully complete any of the classes in which they have registered, financial aid eligibility will be revoked and the student will not be eligible to receive financial aid funding at Henry Ford College, although they may continue to enroll at Henry Ford College at their own expense.

If the SAP Academic Plan prescribed for the student by the HFC Counselor, Associate Dean, or faculty department head covers a period of more than one academic year (e.g. Fall, Winter, Spring/Summer), then the student will be required to submit a new Financial Aid Suspension Appeal. At the beginning of each subsequent academic year in order to continue to receive financial aid funding a student must repeat the appeal process.

If, for any reason, changes in the SAP Academic Plan submitted to the Financial Aid Office are necessary, the student must submit a revised SAP Academic Plan, approved by an HFC Counselor, Associate Dean, or faculty department head or the student will be considered to be in violation of their Financial Aid Probation, and all aid may be canceled.

In the event a Financial Aid Suspension Appeal is denied or in the event a student enrolls in any classes not specifically indicated on their SAP Academic Plan, the student is responsible for payment of all charges related to the current semester of enrollment and all future semesters of enrollment at Henry Ford College.



## **SATISFACTORY ACADEMIC PROGRESS**



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## Henry Ford College Satisfactory Academic Progress Policy

Financial aid recipients are required to meet Satisfactory Academic Progress (SAP) standards as established by Henry Ford College (HFC), and are based on federal and state regulations. This policy is separate from the College's general probation and dismissal policy.

In addition to meeting individual financial aid requirements, students have to make satisfactory academic progress toward completing a degree or eligible certificate program in order to receive aid.

The HFC Financial Aid Satisfactory Academic Progress Policy was developed based on federal regulations regarding SAP that went into effect July 1, 2011.

### POLICY

To maintain Satisfactory Academic Progress, a student must comply with all three requirements of this policy. Eligibility for aid (based on Satisfactory Academic Progress) is determined at the end of each Winter term or at the time of application for students who have never applied for aid at HFC before. For students on "SAP Probation", explained later in this policy, eligibility for aid - based on SAP - is determined at the end of each probationary term.

If a grade change occurs after a student's Satisfactory Academic Progress standing has been computed, satisfactory academic progress will not be (automatically) recalculated. However, if the student believes a grade change will change his/her overall SAP status, the student may notify the Office of Financial Aid and request a manual review.

The Henry Ford College Satisfactory Academic Progress Policy applies to all students who receive financial aid from any federal or state program administered by HFC. Federal regulations require that the policy include the review of enrollment periods for which students did not receive aid, as well as enrollment periods for which students did receive aid. Enrollment periods include Fall, Winter and Spring/Summer sessions. Additionally, federal regulations also require that transfer credit hours awarded by HFC be included in the SAP review process.

### 1) CUMULATIVE 2.0 GRADE POINT AVERAGE (GPA Requirement)

A student must maintain a cumulative grade point average of at least 2.00 for all attempted credit hours at Henry Ford College.

Credits earned with a letter grade of A, B, C, D and E are included in the GPA calculation.

Credits with an unearned letter grade of DR, I, NA, W or U are not included in the GPA calculation.

Grades for developmental courses are not included in the GPA calculation.

### 2) TOTAL ATTEMPTED CREDIT HOURS (Maximum Timeframe 150% Rule)

A student cannot receive financial aid if they have attempted more than 150% of the credit hours published as being required for the completion of their associate degree program or eligible certificate program. For example, an associate degree in Business Administration requires 60 credit hours to graduate; therefore, a student enrolled in this program can no longer receive financial aid once they have attempted more than 90 credit hours ( $60 \times 150\% = 90$ ). A certificate of achievement in Office Administration requires 30 credit hours to graduate; therefore, a student enrolled in this program can no longer receive financial aid once they have attempted more than 45 credit hours ( $30 \times 150\% = 45$ ).

#### Attempted Credit Hours Include:

- Credits with an earned letter grade of A, B, C, D, S, or TR
- Credits with an unearned letter grade of E, DR, I, NA, W, or U
- Credits for repeated classes
- Credits transferred from other colleges or universities
- All credits attempted at HFC, whether or not financial aid was requested or received
- Credits for developmental classes

### 3) CREDIT HOUR COMPLETION (Completion Percentage)

A student must complete at least 66.67% of the total (cumulative) credit hours they have attempted, including transfer credit hours, earning a letter grade of A, B, C, D, S, or TR. For example, a first-time student who is enrolled in 12 credit hours for the Fall term and 12 credit hours for the Winter term must complete at least 66.67% of those credit hours, which are 16 credit hours ( $24 \times 66.67\% = 16$ ).

All credit hours transferred from other colleges or universities will count as both attempted and completed.

Credits with an unearned letter grade of E, DR, I, NA, W or U will count as attempted credit hours but not as completed.

Credits for developmental classes with a grade of S will count as both attempted and completed in the calculation. Credits for developmental classes with a grade of U, DR, I, NA or W will count as attempted but not completed in the calculation.

### INITIAL ELIGIBILITY

Students who apply for federal or state financial aid and who have previously enrolled in credit-hour classes at HFC must have successfully completed at least 66.67% of all credit hours attempted, with a minimum 2.00 cumulative grade point average. A student cannot have attempted more than 150% of the credit hours published as being required for the completion of their associate degree program or eligible certificate program. Students who have not completed 66.67% of all credit hours attempted with a minimum 2.00 cumulative GPA will be placed on Financial Aid Suspension and will be deemed ineligible to receive federal or state financial aid.

When a student changes his/her program of study and/or returns to earn a second degree, the Satisfactory Academic Progress calculation will be applied as outlined in this policy. All previous enrollment and transfer credits will be included in the calculation, including periods when financial aid was not requested or received. The calculation does NOT exclude credits for courses attempted or grades earned while the student was working towards the prior program of study or degree.

#### Repeated Coursework

When calculating Financial Aid SAP, repeated courses are counted as follows:

- All attempts at the course are counted as attempted hours
- The credits for any earned grade of A, B, C, D, S or TR are counted as completed for the calculation
- The credits for any unearned grade of E, DR, I, NA, W, or U are not counted as completed for the calculation
- The most recent grade earned is considered the "grade of record" and will be used when calculating GPA for SAP

**WHEN STUDENTS FAIL TO  
MAKE SATISFACTORY  
ACADEMIC PROGRESS**

### UNSATISFACTORY PROGRESS

Students who receive an unsatisfactory SAP status will be placed on Financial Aid Suspension and they must pay for any future classes they register for at Henry Ford College, at their own expense. (NOTE: Students who have been denied federal or state financial aid based on either the "Completion Percentage" requirement or the "GPA Requirement" referenced earlier in this policy may have SAP-eligibility reinstated in the future if they are able to pass these standards/requirements after completing classes they have paid for on their own.)

### APEAL PROCESS

Students may fail to make satisfactory academic progress due to extenuating circumstances. Henry Ford College has a Satisfactory Academic Progress appeal process in which a student can appeal for continued financial aid by explaining, in writing, any extenuating circumstances. While not an exhaustive list, examples of extenuating circumstances which would be considered include: medical emergencies, health issues, severe personal or family problems, and/or unexpected financial problems.

In addition to submitting the required appeal form, students are also required to submit a statement explaining the reasons why they failed to meet the federally mandated requirements. Documentation supporting the reasons for the unsatisfactory academic performance is strongly recommended to be included along with the appeal. Students should also clarify what has changed as well as the actions he or she plans to take to enable them to regain satisfactory academic progress by the time of the next evaluation period.