

## 2017-2018 ACADEMIC PLAN

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

Major: \_\_\_\_\_ Email: \_\_\_\_\_

The Academic Plan is required, because your Satisfactory Academic Progress (SAP) appeal was approved by the Office of Financial Aid and Scholarships. In order for you to continue to receive financial aid on a probationary status, you must submit this form. Your plan should reflect the coursework you plan to take for the next three semesters of enrollment at HERITAGE UNIVERSITY. When creating this plan with your **academic advisor**, you should keep in mind that the goal of this plan is to assist you in meeting the standards of satisfactory academic progress in both GPA and pace. Your progress will be reviewed at the end of each semester. Should you fail to earn a satisfactory grade in a course or complete the necessary number of credits, your financial aid will be terminated.

You may not change your academic plan without first consulting with your advisor. If a change should be necessary, the advisor may email these changes to your Financial Aid Program Coordinator. In some cases, the Office of Financial Aid and Scholarships may require that a revised academic plan be submitted. You and your advisor are encouraged to maintain a copy of this form. Please be respectful of your advisor's time. Schedule an appointment or call ahead of time to let him or her know you need assistance in completing this form. You may be asked to submit additional Academic Plans if you are still not meeting SAP standards once this coursework is completed.

<i>SAMPLE</i>	CREDIT HOURS	FALL 2017	CREDIT HOURS	SPRING 2018	CREDIT HOURS	SUMMER 2018	CREDIT HOURS
<i>Fall 2017</i>							
<i>ENG 101</i>	3						
<i>MATH 101</i>	3						
<i>SOC 101</i>	3						
<i>COM 105</i>	3						

Throughout the course of the semester (and the remainder of your time at HERITAGE UNIVERSITY), you are encouraged to do the following in order to help regain/maintain SAP:

- Purchase your textbooks in a timely manner.
- Meet with your advisor or professor if you are having trouble in a course. Seek tutoring if necessary.
- Regularly attend class.
- Make use of your course syllabi. Know when assignments are due, etc.
- Do not enroll in more classes than you can successfully complete.
- Attend all courses during the schedule adjustment period so you can determine at that point if you need to drop a course. It is better to drop during schedule adjustment than to withdraw later. Be mindful that dropping a course MAY reduce your financial aid awards.

**Student Certification:** I understand that submitting this Academic Plan allows me to receive financial aid (contingent on other eligibility requirements) on a probationary status. I will remain on probationary status as long as I successfully complete the coursework outlined in this plan. Failure to do so will result in termination of my financial aid.

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

\_\_\_\_\_  
**Date**

**Advisor Certification:** I certify that this academic plan represents the most efficient scheduling of coursework for the student to perform well and complete the remaining degree requirements.

\_\_\_\_\_  
**Advisor Signature**

\_\_\_\_\_  
**Date**

Return signed and completed form(s) or other documents to your local campus.

Main Campus: 3240 Fort Rd, Toppenish, WA 98948 Phone: (509) 865-8502 Fax: (509) 865-8659 Email: financial\_aid@heritage.edu