# CLOVER PARK

COMPLETE AND RETURN TO: 4500 Steilacoom Blvd. SW Bldg 17, Room 130 Lakewood, WA 98499-4004 School Code: 015984

253.589.5660 office 253.589.5618 fax Email: finaid@cptc.edu

### STUDENT AID & SCHOLARSHIPS REQUEST FOR CREDITS APPEAL 2023-2024

\*NOTE: Additional credits can only be requested for courses that are required for graduation. "Extra" classes above and beyond your program's basic requirements cannot be considered.

Student First Name:	Last Name:	Date:
SSN:	EMPL ID#:	

### Step 1: Take this form to Counseling & Advising

COUNSELOR/ADVISOR: Complete the following for this student:

□Verify Program Enrollment in Program Plan Tab □Review current course enrollment & registration  $\Box$  Print Student's Education plan for the program enrolled in

 $\Box$  Write in the General Education Courses still needed to complete program requirements in the table below

Step 2: Take the packet created by the Counselor to your Technical Program Instructor

#### > PROGRAM INSTRUCTOR:

 $\hfill\square$  Review the student's education plan, transcript and current schedule.

□ List only the technical courses still needed for the student to complete the certificate or degree they are currently enrolled in.

Step 3: Return the completed and signed form to the Student Aid & Scholarships Office.

To be completed by Counselor & Program Instructor

Counselor/Program Instructor: List below <u>only</u> those <u>classes still needed for the student to graduate</u> based on the certificate or Degree program the student is enrolled in, Education Plan and transcript of courses taken.

Program of Study:

□ Certificate □ AAT Degree □ AAS-T Degree

Summer 202	3 only	Fall 2023 (	only	Winter 2024	t only	Spring 2024	4 only
Course Number	# credits						

Program Instructor Signature: Date:

Counselor/Advisor Signature:

Date:

Program Instructor Name (Please Print)

□ No Additional Technical Courses are needed.

Counselor/Advisor Name (Please Print) & Phone Number

□ No Additional General Education Courses are needed.

Counselor Notes: \_

Instructor Notes: \_

Clover Park Technical College and our partner WorkSource Pierce are equal opportunity employers and providers of employment and training services. Auxiliary aids and services are available upon request to persons of disability. WA Relay Services is available by calling 1-800-833-6384.

## Student Aid & Scholarships Office Use Only

Approved for:

Summer 23	Fall 23	Winter 24	Spring 24	
Full	Full	Full	Full	
3/4	3/4	3/4	3⁄4	
1/2	1/2	1/2	1/2	
LTH	LTH	LTH	LTH	

SA&S initials \_\_\_\_\_\_ Date\_\_\_\_\_

Request denied. SA&S initials \_\_\_\_\_ Date\_\_\_\_\_

Notes: