

STUDENT AID & SCHOLARSHIPS
Request for Credits Appeal 2026-2027

***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 Last Name: _____	First Name: _____
STU ID: _____	Date: _____

Step 1: Take this form to Counseling & Advising

➤ **COUNSELOR/ADVISOR:** Complete the following for this student

- | | |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Verify Program Enrollment in Program Plan Tab | <input type="checkbox"/> Print Student's Education plan for the enrolled program |
| <input type="checkbox"/> Review current course enrollment & registration | <input type="checkbox"/> 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:** Complete the following for this student

- 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 only those classes still needed for the student to graduate 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 2026 only		Fall 2026 only		Winter 2027 only		Spring 2027 only	
Course Number	# credits	Course Number	# credits	Course Number	# credits	Course Number	# credits

Program Instructor Signature: _____ **Date:** _____

Program Instructor Name (Please Print)

No Additional Technical Courses are needed.

Instructor Notes: _____

Counselor/Advisor Signature: _____ **Date:** _____

Counselor/Advisor Name (Please Print) & Phone Number

No Additional General Education Courses are needed.

Counselor Notes: _____

Student Aid & Scholarships Office Use Only

Approved for:

<u>Summer 26</u>	<u>Fall 26</u>	<u>Winter 27</u>	<u>Spring 27</u>
Full	Full	Full	Full
$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$
$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$
LTH	LTH	LTH	LTH

SA&S initials _____ Date _____

Request denied. SA&S initials _____ Date _____

Notes:
