

## 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
- Print Student's Education plan for the program enrolled in
- 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:**

- 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 2023 only		Fall 2023 only		Winter 2024 only		Spring 2024 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 23</u>	<u>Fall 23</u>	<u>Winter 24</u>	<u>Spring 24</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:

---

---

---

---

---