

STUDENT AID & SCHOLARSHIPS REQUEST FOR CREDITS APPEAL 2022-2023

***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: _____ - _____ - _____ SID: _____ - _____ - _____

Step 1: Take this form to Counseling & Advising

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

- Verify Program Enrollment in SMS (SM2001)
- 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 2022 only		Fall 2022 only		Winter 2023 only		Spring 2023 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 22</u>	<u>Fall 22</u>	<u>Winter 23</u>	<u>Spring 23</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:
