

Student Name: _____
Last Name First Name/MI Student ID

Credit Extension Policy

Federal regulations limit financial aid eligibility to 150% of the number of credits required to complete a degree, certificate or transfer program. All attempted credits are counted toward this limit, regardless of whether or not financial aid was received. This includes credits attempted without receiving aid. If approved, your **financial aid will only cover courses as listed on your Education Plan. If you take classes not listed, your financial aid will be suspended.**

Part 1: Students

- Complete this section and attach supporting documentation and/or letters.
- Include all unofficial transcripts from other institutions.
- Meet with your Academic Advisor to create an Education Plan for your declared major, see Part 2.
- Notification of the outcome of your appeal will be done through your College student email account.

A. Current Declared Major: _____

B. Degree, certificate or transfer program you are seeking at CGCC: (Check one)

- Associate of General Studies Associate of Applied Science One Year Certificate
 Associate of Arts, Science, Business (Transfer) Two Year Certificate
 Prerequisites* for admittance into a program

** Courses taken as prerequisites for admittance into a program are eligible for loans-only for up to 12 months at a lesser amount. All other loan eligibility requirements apply. For information, see www.cgcc.edu/financial-aid/loans.*

C. Check one or more of the following reasons and explain in detail the reason for why you have either attempted so many credits and not completed your educational goal or why you are seeking an additional degree, why you need additional time to complete your program of study, and what your educational goals are.

- Change of major or degree
 Combination of two majors for added employability
 ESOL or remedial course work needed
 Schedule conflicts or cancellation of classes
 Medical condition or ADA requirements
 Need for retraining or career change because of accident or health concerns
 Need for retraining or career change because of change in job market, plant relocation or downsizing
 Return to school after a long absence, with prior credits not applicable toward current major or degree
 Other (explain) _____

Attach supporting documentation such as doctor's notes, court documents and/or statements of support. (See next page)

Explain: (If you are not certain about how to phrase this section, please talk to an Academic Advisor. Use additional paper if necessary)

Student Signature _____

Date _____

Part 2: Academic Advisors

Complete the following steps:

A. Create an Education Plan with the student that outlines the remaining courses required to complete their declared* degree, certificate or transfer program. **Attach a copy to this appeal.**

*** IF THE STUDENT IS SIMULTANEOUSLY PURSUING MORE THAN ONE DEGREE, A SEPARATE CREDIT EXTENSION APPEAL WILL BE REQUIRED.**

B. How many additional* credits are **required** to complete this degree, certificate or transfer program? _____

* Additional credits may include the current term if the student is required to submit the CEA to have financial aid reinstated.

C. If a student's program of study has limited entry, is the student admitted into the program?

Yes No-please explain _____

Additional Comments: _____

Academic Advisor Signature: _____

Date: _____

Part 3: Registrar Approval

Are all the classes listed on the Education plan required for the declared major? Yes No

Have any necessary Major Changes been made? Yes No

Registrar Signature: _____

Date: _____

Part 4: Financial Aid Approval

Appeal Approved Yes No

Notes: _____
