

2019-2020 Appeal to Complete an Additional Degree/Certificate

Student ID Number: _____

Name: _____

Please complete this form with your academic advisor and submit it with any supporting documentation to the Financial Aid Office. The Financial Aid Office will make its decision based on the complete, comprehensive, detailed and legible information you provide.

Depending upon your circumstances, suggestions for official supporting documentation include: statements indicating that your current degree is unmarketable or documentation that you are no longer able to utilize your current degree.

Answer thoroughly the following questions (attach additional paper as necessary):

1. Explain why you wish to pursue a second degree program at this time. Please explain why you have chosen to do so. **Give specific information.**
2. Complete the "Change of Degree / Area of Study" form located at your My.Tvcc.cc by clicking on the Students tab and then Student Services. Make sure to click on the circle "Please update with Financial Aid!".
3. **TO BE COMPLETED BY AN ACADEMIC ADVISOR** - Please submit the following along with this appeal form:
 - A Grad Plan listing all classes required for graduation in the new degree program.
 - An **unofficial** TVCC transcript. Please highlight all courses that fulfill graduation requirements for the student's **new** degree.

Please Note: Graduation/degree evaluations can not be considered without complete and accurate information. Missing or incomplete information will cause significant delays in the appeal process.

By signing this form, I certify the information reported is true and accurate. The student and advisor must sign and date. Adobe or signature type fonts will not be accepted. **Please submit all completed forms to the TVCC Financial Aid office by email (PDF format ONLY) to finaid@tvcc.cc, fax 541-881-5528 or mail to 650 College Blvd, Ontario, OR 97914. You may also submit forms at the Ontario Student Service Center or the Caldwell Center.**

For office use only	
	Credit Evaluation
<u>Credits</u>	
Moving forward	+
Remedial	-
New	+
	Total
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Reviewed by:	Date:

Student Signature

Date

Advisor Signature

Date