



Student Name_____ **SS#**_____

Address_____ **Phone**_____

Applicable Semester(s)_____ **Four year degree**_____

INSTRUCTIONS TO STUDENTS: Your Academic Advisor must complete Section I. Section II must be completed correctly by you. Please read the instructions carefully. Incomplete forms will be denied. If you have questions, be sure to ask!

SECTION I: To be completed by department academic advisor ONLY.

Step 1. Estimated date pre-matriculation and gatekeeper requirements will be completed_____.

Step 2. Estimated date graduation requirements will be completed for Bachelor Degree_____.

Step 3. Please list the required “gatekeeper” courses in the Section below.

Step 4. Please list all other courses applicable to degree that student may take while completing the “gatekeeper” courses (including upper division courses).

Gatekeeper Courses						Upper division and other courses		
Course #	Course Title	Cr/hrs	Course #	Course Title	Cr/hrs	Course #	Course Title	Cr/hrs
1			9			1		
2			10			2		
3			11			3		
4			12			4		
5			13			5		
6			14			6		
7			15			7		
8			16			8		
Total Column 1			Total Column 2			Total Upper Division		
			Grand total Gatekeeper					

Comments:_____

I certify that this student is pursuing a Bachelor degree:

Department Advisor Signature

Date

SECTION II: Tentative Schedule

INSTRUCTIONS: Please list all classes that you will tentatively register for each semester until you officially matriculate.

_____ Semester of _____

Course #	Course Title	Credits
TOTAL		

_____ Semester of _____

Course #	Course Title	Credits
TOTAL		

_____ Semester of _____

Course #	Course Title	Credits
TOTAL		

_____ Semester of _____

Course #	Course Title	Credits
TOTAL		

CERTIFICATION:

I certify that the information given in this appeal is true and accurate to the best of my knowledge. I understand if this appeal is approved, financial aid can be awarded for only the enrollment status and the semesters indicated on this appeal until I am officially matriculated into a four year program. Therefore, I know I must follow this tentative schedule as closely as possible. I am fully aware that once matriculated into a four year Bachelor program, I will only be awarded up to the maximum time frame of 192 credits.

Student Signature

Date

Office Use Only		☐ Approved ☐ Denied	
_____ Academic year	Enrollment Status	Init. & date _____	
_____ Academic year	Fall _____ Spring _____ Summer _____	Documented _____ 348 _____ 306	
Credit Calculation _____			
Comments:			