

ALLEN COMMUNITY COLLEGE CREDIT HOUR APPEAL

Steps you need to take:

- STEP 1:** Request official copies of all academic transcripts (if they are not currently on file) from accredited institutions. Your appeal will not be reviewed until all transcripts are received.
- STEP 2:** Meet with an academic counselor. Complete the attached academic plan. The academic counselor must sign this form verifying your program plan.

KEEP IN MIND:

- **All appeals must be made in writing and submitted no later than one week prior to the first day of the semester of enrollment for which you wish to be considered.**
- Your appeal will be reviewed in the strictest confidence and you will be notified of the decision in writing.
- Appeals for the next term cannot be processed until grades are posted by the Registrar for the current term.
- Approval depends on academic performance, unusual circumstances, documentation, and/or meeting the terms of a previous contract (if any).
- Denied appeals will require the student to use alternative financial resources to attend Allen Community College until you correct your hour and/or GPA deficiency.
- Students are only allowed to appeal one time.

Return your completed Credit-Hour Appeal form to Nikki Peters, Director of Enrollment Management (npeters@allenc.edu).

This form is due no later than
ONE WEEK PRIOR to the first
 day of class for the semester in
 which you intend to enroll.

CREDIT HOUR APPEAL FORM

Name: _____ Student ID#: _____

Appeal for Term(s): _____

Transfer Institution (after Allen and must be specific): _____

Check Appropriate degree/certificate: Associate of Arts Associate of General Studies
 Certificate: _____ Associate of Science Associate of Applied Science

Major (must be specific): _____

Document, with an academic counselor, and list below, the courses you will take during the semester(s) for which you are, or will be applying for financial aid. If you are applying for a complete academic year or for more than 1 year, please include courses for all semesters, including summer. You must list **ALL** courses you will need to complete and each fall, spring, or summer semester and the year. Attach additional pages if necessary.

| COURSE# | TITLE | CREDIT HOURS | SEMESTER |
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I understand that this is a draft plan toward my degree at Allen and is subject to change based on availability of classes and add/drop changes. It is my responsibility to notify the Office of Financial Aid when any part of my educational plan changes.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____