

APPEAL TO COMPLETE AN ADDITIONAL DEGREE/CERTIFICATE

Please complete this form yourself and submit it with any supporting documentation to the Financial Aid Office. Do not have anyone else complete this form for you. The Appeals Committee 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.

Name: _____
LAST FIRST MI

Address: _____
NUMBER AND STREET (Physical Address Only, No P.O. Boxes)

_____ CITY STATE ZIP HOME PHONE

Student ID Number: _____ Date of Birth: _____

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 MyTvcc under students / student services.

3. **TO BE COMPLETED BY AN ACADEMIC ADVISOR OR COUNSELOR** - Please submit the following along with this appeal form:
 - A quarterly listing of all classes required for graduation in the new degree program (use attached worksheet).
 - An UNOFFICIAL advising copy of your TVCC transcript with:
 - o classes that fulfill graduation requirements in your NEW degree program HIGHLIGHTED

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.

I certify that all information submitted as a part of, and in support of, this appeal is complete and accurate.

STUDENT SIGNATURE DATE

ADVISOR/COUNSELOR SIGNATURE DATE

Student ID Number: _____ Advisor/Counselor Signature: _____

