



# 2022-2023 New Degree Appeal Form

Financial Aid

**Requirements for completing the appeal process:**

1. Attach a personal statement explaining your reason for pursuing a second degree at Clark State College (*i.e. entering employment in a new field, low employment possibility with prior degree*).
2. Meet with a Success Coach to discuss your academic goals, program of study selection, complete the Change of Information Form and obtain an Academic Plan. The Academic Plan must map out courses required to complete the new degree program. Include a copy of the Academic Plan with this appeal.
3. Submit the completed Change of Information Form to the Records Office to update your record to the new degree.
4. Submit the New Degree Appeal form and required documents to the Financial Aid Office. You will be contacted by a Financial Aid Representative to review your appeal, remaining federal grant and loan eligibility and terms of the appeal if it is approved.

**All appeals must be signed by the student and an Academic Advisor and include a complete Academic Plan.**

**SECTION A: Student Information**

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Address: \_\_\_\_\_  
 Street City State Zip

Primary Phone: \_\_\_\_\_

**SECTION B: Provide a statement explaining your decision to pursue a new degree at Clark State College**

**SECTION C: Meet with an Advisor to review academic requirements for new program. Staff/Faculty Advisor completes the following:**

Previous Degree/Graduation Term: \_\_\_\_\_ / \_\_\_\_\_

New Degree/Start Term: \_\_\_\_\_ / \_\_\_\_\_

Number of credit hours needed to complete new degree: \_\_\_\_\_

Staff/Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION D: Certification Statement**

I certify that all of the information on this form and accompanying documents are true and complete to the best of my knowledge. Furthermore, I affirm that I have not knowingly or intentionally provided any false or fraudulent documentation.

**I understand that if my appeal is approved:**

- a. The Financial Aid Office will monitor my enrollment to verify I am registered/enrolled in required courses.
- b. I must continue to meet the completion rate and cumulative grade point average requirements of the Financial Aid Satisfactory Academic Progress policy.



- c. I will not be able to receive financial aid if I change my degree program again.
- d. If I do not meet terms of this appeal, I will not be eligible for financial aid.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Appeal Approved**       **Appeal Denied**       **Appeal Pending**

**FA Reviewer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**New Degree Program:** \_\_\_\_\_ **# Credit Hours Approved:** \_\_\_\_\_

**Effective Term:** \_\_\_\_\_

**Comments:**