

**ACADEMIC ADVISEMENT FORM
FOR FINANCIAL AID RECIPIENTS**

Student Name: _____ CLC ID#: _____ Date _____

Students receiving Title IV financial assistance (grants, loans and/or work study) must maintain satisfactory academic progress, as defined by the Department of Education, while enrolled in a program that leads to a degree or certificate. Satisfactory academic progress is measured in three ways: COURSE COMPLETION RATE, TIME FRAME LIMITATION AND GRADE POINT AVERAGE.

You must satisfy all three of these standards of progress to maintain financial aid eligibility. It has been determined that you are not in compliance with the Satisfactory Academic Progress Policy, resulting in the denial of your financial aid awards.

As part of the appeal process, you **MUST** meet with a Counselor in the Counseling Center (Room C110) to complete this Academic Advisement Form. You can visit the Counseling Center during normal business hours: Monday through Thursday, 8:00 AM – 8:00 PM or Friday, 8:00 AM – 4:00 PM.

**PLEASE RETURN THIS FORM WITH A COMPLETED GRADUATION CHECKLIST
TO THE OFFICE OF FINANCIAL AID FOR PROCESSING**

Based on a meeting with a Counselor, I need _____ credit hours to complete my
_____ degree or certificate.

Student Signature

Counselor Signature

List all courses, **not yet completed**, that are required for graduation:
(A COMPLETED GRADUATION CHECKLIST MUST BE ATTACHED TO THIS FORM)

| Course Description | Credit Hours | Course Description | Credit Hours |
|--------------------|--------------|--------------------|--------------|
| 1. _____ | _____ | 11. _____ | _____ |
| 2. _____ | _____ | 12. _____ | _____ |
| 3. _____ | _____ | 13. _____ | _____ |
| 4. _____ | _____ | 14. _____ | _____ |
| 5. _____ | _____ | 15. _____ | _____ |
| 6. _____ | _____ | 16. _____ | _____ |
| 7. _____ | _____ | 17. _____ | _____ |
| 8. _____ | _____ | 18. _____ | _____ |
| 9. _____ | _____ | 19. _____ | _____ |
| 10. _____ | _____ | 20. _____ | _____ |

If more than 20 courses are needed to complete your degree or certificate, please attach an additional sheet listing those courses.

Catalog Year Used _____

List all degrees and/or certificate earned by the student:

Degree Earned (ie BA, AA, AAS, CERT, etc.)

Granting
College/University

Date
Earned
