

Name: _____ NSCC ID number: N _____
 Phone: _____ Email: _____@students.northweststate.edu
 Which term will you be attending next? (check one): Summer 2018 Fall 2018 Spring 2019
 Current major: _____

U.S. Department of Education Unusual Enrollment History Regulation (GEN-13-09)

Academic Credit Not Earned – if the student did not earn academic credit at a previously attended institution and, if applicable, at the institution performing the review, the institution must obtain documentation from the student explaining why the student failed to earn academic credit. The institution must determine whether the documentation supports (1) the reasons given by the student for the student’s failure to earn academic credit; and (2) that the student did not enroll only to receive credit balance funds.

Reasons could include illness, family emergency, change in students living arrangement, and military obligations. The institution should, to the extent possible, obtain third party documentation to support the student’s claim. The financial aid administrator may choose to require the student to establish an academic plan, similar to the type of plan used to resolve satisfactory academic progress appeals.

If the student did not earn academic credit at one or more of the relevant institutions and does not provide acceptable explanation and documentation for each of those failures, the institution must deny the student any additional title IV program assistance.

If the institution denies a student continued title IV program assistance, it must provide the student with information as to how the student may subsequently regain title IV program eligibility. Since the basis for the denial is the student’s academic performance, it is expected that successful completion of academic credit would form the basis for the student’s subsequent request for renewal of title IV eligibility. This could include meeting the requirements of an academic plan that the institution established with the student.

Name of School Attended	Dates of Attendance (To – From) (MM-DD-YYYY)	Credit Hours Earned	Transcript Received by NSCC
			Yes <input type="checkbox"/> No* <input type="checkbox"/>
			Yes <input type="checkbox"/> No* <input type="checkbox"/>
			Yes <input type="checkbox"/> No* <input type="checkbox"/>
			Yes <input type="checkbox"/> No* <input type="checkbox"/>

***We will not be able to process your file until we receive official transcripts from each of the listed institutions.**

The information provided on this form, in my typed statement and all accompanying documentation, is accurate and complete to the best of my knowledge. I agree to provide additional documentation if requested by the Financial Aid Office.

Student Signature: _____ **Date:** _____

(electronic signature is not acceptable)

Northwest State Community College does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, religion or age in its programs or activities.

Required Documentation

1. Financial Aid *Appeal Form*.
2. **Typed letter from student explaining the circumstance for not earning credit at each of the institutions he/she attended during the 2014-2015, 2015-2016, 2016-2017, and 2017-2018 academic aid years.** Clearly explain how your situation has changed and what your plans are to be successful in the upcoming semesters. Please make sure to include your, name, student ID number, date, and signature.
3. Independent third party **documentation** to support the reasons stated in the appeal letter. Examples of documentation may include: medical documentation, note from physician, copy of new work schedule, copy of death certificate, military obligations, etc.
4. **Official Transcripts from each previously attended institution** (if not previously submitted with Unusual Enrollment History Verification Form) and print off your academic transcripts from your myNSCC account if you have previously attended NSCC.
5. **Plan of study** entered in DegreeWorks by the advisor. An appointment is required to meet with an advisor in order to complete the plan of study (see below for contact information). The plan of study must list all courses the advisor recommends the student to enroll in during the next 2 semesters.
6. Complete the **Appeal Workshop**. The workshop is available online. Students can access the workshop by logging into their Sakai account online at sakai.northweststate.edu. After completing the workshop, all students must complete the Appeal Workshop Quiz and attach a copy of their score with their appeal information. This must be completed prior to submitting the appeal form to the Financial Aid Office. Student must pass the workshop quiz with a score of at least 70%.

It may take up to 15 working days before a decision is made. If a decision has not been made on your appeal by the time payment is due, you will need to make payment arrangements with the Business Office.

Plan of Study

Please contact the division secretary from your department of study to make an appointment with an advisor in order to complete your plan of study.

Allied Health, Business, & Public Services: 419-267-1345
 Arts & Science: 419-267-1247
 Engineering: 419-267-1394

Industrial: 419-267-1483
 Nursing: 419-267-1246
 Undecided: 419-267-1247

Plan of study entered in DegreeWorks by the advisor. **The plan of study must list all of the courses the advisor recommends the student to enroll in during the next 2 semesters.**

***Attention Advisor* Please enter the student's plan of study in DegreeWorks. The spaces below are intended for the student to make a draft of their plan of study prior to meeting with you.**

Semester _____ 20_____		
CRS (e.g. ENG100)	Description	Credits
Draft		

Semester _____ 20_____		
CRS (e.g. ENG100)	Description	Credits
Draft		