



Appeal for Program Change

Name (*please print*)

Social Security Number

Student ID number

Please use this appeal form if you plan to change your program of study or you plan to complete a second degree or certificate at Shoreline. Your financial aid eligibility for funding could be limited based on the financial aid Satisfactory Academic Progress (SAP) policy. Please review the SAP policy online at [Satisfactory Academic Progress policy](#) for more details.

Please check one box that applies:

- I would like to change my program of study
- I would like to complete a second program of study

In order to complete your appeal you must:

- Submit your unofficial transcript from Shoreline to your academic advisor
- Submit unofficial transcripts from all other colleges attended to your academic advisor
- Submit an explanation of why you are changing your program or why you are pursuing a second program of study

In order to determine if you have enough aid eligibility remaining for another program, you must have all of your credits completed from your prior degree/certificate program evaluated by an academic advisor for transferability to the new program, including coursework taken at other schools.

Please note that in order to officially transfer your credits from other colleges you must have your official transcripts sent to Shoreline and submit a request for an official credits evaluation by Enrollment Services - see the [Transfer Degree Request for Transcript Evaluation Form.](#))

Section A – Program information to be completed by student

- I do not already have a degree or certificate and I wish to change my program from _____ (former program) to _____ (new program and intent code)
- I already have a degree or certificate but wish to complete another program:
Degree/certificate already completed: _____
New degree/certificate program and intent code: _____

Enrollment Services/Financial Aid • 16101 Greenwood Avenue North, Shoreline WA 98133 • Email: finaid@shoreline.edu • Fax: (206) 533-6609

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Section B – Unofficial Credit Evaluation

Student Instructions: Please list all schools attended after high school including Shoreline and attach unofficial transcripts from all other schools.

Advisor/Evaluator Instructions: Please complete shaded area with all credits that can be applied toward the student’s new program requirements and return to the Financial Aid.

Name of Prior Institution	Number of Transferable credits (Advisor use only)
Shoreline Community College	
Total possible transferable credits for new program:	

Expected Graduation Date: Quarter: _____ Year: _____

Section C – Explanation to be completed by student

Please explain why you wish to enroll in this new program: _____

Student’s Signature **Date**

Print Academic Advisor’s Name **Signature of Academic Advisor** **Date**

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Deferred (pending more info) Denied Approved: _____ # credits in new program - _____ # already completed
= _____ Total credits approved (100%)

Notes: _____

Initials: _____ Date: _____