



# 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 on Section C

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: \_\_\_\_\_  
New intent code: \_\_\_\_\_

