Graduation Plan for Resolution of Excess Hours

Please use blue or black ink only to complete this form

Student Name: ___________________________________________ RSC Student ID#: ________________________________

Declared Major________________________________________ Proposed Graduation Date______________________________

Please complete the following steps to submit an appeal for Resolution of Excess Hours:

1. Request an OFFICIAL Degree Audit from the RSC Graduation Services Office located in the Student Services Building (SSB), Room 106. The RSC Graduation Services Office phone number is (405) 733-7332. The normal processing time for an Official Degree Audit is up to three (3) weeks. Additional processing time may be required during certain peak times of the year so please plan accordingly.

2. Once you receive the completed Official Degree Audit from the RSC Graduation Services Office, you should complete the back of this form with the remaining courses required to complete your degree at RSC. Keep in mind that only courses that apply to your degree at RSC can be taken. If classes are to be taken in sequential order, put them in sequential semesters accordingly.

3. Take this completed form, along with your Official Degree Audit to your academic advisor to request a review of your graduation plan. Possible changes may be suggested by your academic advisor. Your academic advisor should sign and date the back of this form after reviewing your Graduation Plan worksheet.

4. Request your academic advisor verify the degree you are pursuing is declared correctly in the RSC computer system. By submitting this form, you are authorizing the College to change your degree plan to your declared major.

5. Submit to the RSC Office of Student Financial Aid your Official Degree Audit, completed Graduation Plan worksheet with your academic advisor’s signature and attach a typed, signed statement that describes your degree objectives. **If you are pursuing a degree in a program that requires acceptance into the program (i.e. Health Science major), you must also attach a copy of your acceptance letter to your appeal.**

6. Once you have completed all of these steps, our office will review your appeal. Completion of these steps does NOT guarantee funding. Should you have any questions, please contact this office.

7. As stated in the Academic Progress Policy you must also be meeting both the pace and GPA requirements of the RSC Satisfactory Academic Progress Policy in order to be eligible for continued aid. A copy of our current Academic Progress Policy is available at http://www.rose.edu/financial-aid
# Graduation Plan Worksheet

<table>
<thead>
<tr>
<th>Semester</th>
<th></th>
<th></th>
<th>Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Course #</td>
<td>Hours</td>
<td>Course Title</td>
<td>Department</td>
<td>Course #</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If at any time I am concerned with my progress in any of my classes, I will discuss my concerns with my faculty member as well as visit the Student Success Center to explore academic support services available to me. I understand that I am responsible for my academic success and recognize that Rose State College is dedicated to my academic progress.

_________________________________________  
Student’s Signature  Date  Advisor’s Signature  Date

---

**OFFICE USE ONLY**

Appeal Approved ______________ semester through ______________ semester

Appeal denied ____________________________________________________________

FAO Staff Signature: __________________________  Date: _______________________

06/02/2015