



### Financial Aid Office

6420 SE 15<sup>th</sup> St • Midwest City, OK 73110 • Student Services Building, Room 200

Phone: (405) 733-7424 • Fax: (405) 736-0359 • Email: [finaid@rose.edu](mailto:finaid@rose.edu)

## Resolution of Excessive Hours

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 in person from the RSC Admissions and Records Office located in the Student Union or use the on line form located on the **Graduation Services website** to submit your request. Completed forms can be emailed to [grad@rose.edu](mailto:grad@rose.edu) The normal processing time for an Official Degree Audit is up to four (4) 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 , you should complete the *Graduation Plan* (on back of the second page of this form) with the remaining courses required to complete your degree. It is the student's responsibility to complete the Graduation Plan. **NOTE:** Only remaining courses on the Official Degree Audit can be taken. If classes are to be taken in sequential order, put them in sequential semesters accordingly. If needed, refer to the second page of the Official Degree Audit for suggested course sequencing.
3. Contact your Academic Advisor by email or in person to arrange review of and obtain their signature for your proposed Graduation Plan. By completing the Graduation Plan, you are authorizing the College to update your major if necessary. Please request your Academic Advisor to verify your declared major in the computer system.
4. Type a statement that describes your degree objectives and include the reason you have accumulated more than 150 percent of the number of credit hours published to earn your degree. Your statement must be signed and include your proposed graduation date.
5. If you are pursuing a degree 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. Submit your appeal to the RSC Financial Aid Office (SSB Building, Room 200). You must include the Official Degree Audit, completed Graduation Plan Worksheet with you and your Academic Advisor signatures and your typed, signed statement.
7. The RSC Financial Aid Office will review your appeal after you have completed all of the above steps. **NOTE:** Completion of these steps does NOT guarantee funding. Check the status of your financial aid application on your OASIS account: [oasis.rose.edu](http://oasis.rose.edu)
8. As stated in the RSC Academic Progress Policy you must be meeting both the pace and GPA requirements 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>

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## Graduation Plan Form Instructions

1. Fill in your current semester schedule in the first grid (see example below).
2. Using your Official Degree Audit, place remaining courses in semester grids depending on the order you plan to take them. Refer to the second page of your degree audit for suggested course sequencing.  
NOTE: You are expected to graduate within the time frame you indicate on your Graduation Plan. If needed, you are allowed to move classes within the semesters due to scheduling, course availability, etc.
3. If you plan to take courses in the summer semester, visit the RSC Financial Aid website for summer funding information.

SEMESTER: FALL			YEAR: 2021
Department	Course#	Credit Hours	Course Title
ENGL	1213	3	English 1213
MATH	1483	3	Functions
HUM	2223	3	Hum from Renaissance
MCOM	1213	3	Public Speaking

## Graduation Plan Worksheet

<b>Semester:</b>				<b>Year:</b>			
Department	Course #	Hours	Course Title	Department	Course #	Hours	Course Title

<b>Semester:</b>				<b>Year:</b>			
Department	Course #	Hours	Course Title	Department	Course #	Hours	Course Title

<b>Semester:</b>				<b>Year:</b>			
Department	Course #	Hours	Course Title	Department	Course #	Hours	Course Title

<b>Semester:</b>				<b>Year:</b>			
Department	Course #	Hours	Course Title	Department	Course #	Hours	Course Title

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

### RSC FINANCIAL AID OFFICE USE ONLY

Appeal Approved \_\_\_\_\_ semester through \_\_\_\_\_ semester

Appeal denied \_\_\_\_\_

FAO Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_