

ROSE STATE COLLEGE

Financial Aid Office

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

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

Resolution of Excess 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. 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 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 Degree Audit in your Student OASIS portal for suggested course sequencing.
2. By completing the Graduation Plan, you are authorizing the College to update your major if necessary.
3. 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.
4. 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.
5. Submit your appeal to the RSC Financial Aid Office (SSB Building, Room 200). You must include the completed Graduation Plan Worksheet and your typed, signed statement. **NOTE:** You must be currently enrolled in the semester you are appealing and all financial aid items on your OASIS Student Center To-Do List must be completed before you are eligible to submit an appeal.
6. 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
7. 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 Satisfactory Academic Progress Policy (SAP) 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 Degree Audit, place remaining courses in semester grids depending on the order you plan to take them. Refer to the degree audit in your Student OASIS portal 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

