

Section A: Student Information			
COM ID#		Date of Birth	
Last Name		Phone #	
First Name		Student Email	
Address			

Instructions: The U.S. Department of Education has indicated that you have had an unusual enrollment history while receiving Federal financial aid funds. Students who have attended multiple schools in a short period of time may be considered to have an unusual enrollment history. College of Marin is required to review your enrollment history to determine your eligibility for Federal aid. You must submit your completed Unusual Enrollment History Appeal with all **REQUIRED** documentation, including your Student Education Plan, to the Enrollment Services Office at College of Marin. Appeals submitted with missing documentation or without **ALL** prior college transcripts will be considered **INCOMPLETE** and will not be processed.

SECTION 1: COLLEGES AND UNIVERSITIES ATTENDED

STEP 1: Submit Official Transcripts

ALL prior college transcripts are **REQUIRED** to be submitted to the College of Marin Enrollment Services Office for evaluation. You **MUST** submit **OFFICIAL** transcripts from ALL prior colleges attended for the purpose of evaluating your enrollment history. Your academic progress will be reviewed to determine if you completed academic credits while receiving Federal Aid at other colleges. Failure to submit ALL prior college transcripts will result in a denial of your appeal. Transcripts from non-accredited/non-transferable institutions will not be evaluated by the Enrollment Services Office but are **REQUIRED** to be submitted as a part of your enrollment history review.

College Name or University	Dates of Attendance	Credits Earned	Type of Aid Received

STEP 2: Obtain a Student Education Plan (SEP) from an Academic Counselor

Your appeal must include a current Student Education Plan. You will need to schedule an appointment with an academic counselor at College of Marin. The counselor will assist you in mapping your educational goal at College of Marin and will help you select appropriate courses for your declared academic program. **ALL prior college transcripts are REQUIRED to be submitted and evaluated BEFORE making a counseling appointment.** Failure to submit ALL prior college transcripts will result in an invalid Student Education Plan and a denial of your appeal.

STEP 3: Supporting Documentation (if applicable)

If you failed to earn academic credit while receiving Federal Aid at another school. The U.S. Department of Education **REQUIRES** you to explain the circumstances which resulted in your failure to complete academic credits. You must provide documentation to support the circumstances(s) in your appeal. Circumstances are limited to severe illness or injury to the student, family emergencies, military obligations, or the death of an immediate family member. Examples of acceptable documentation include a doctor’s note, a police report, military paperwork, or a death certificate. If applicable, proper documentation is **REQUIRED** and must be included. Appeals submitted without documentation will be considered incomplete and will be denied.

SECTION 2: EDUCATIONAL GOAL

Federal regulations require that a student receiving financial aid must be enrolled in, and actively participating in, a course of study leading to an associate degree, an eligible vocational certificate, or a transfer program to a four-year college or university. Please indicate your current program of study at the College of Marin.

What is your current **Academic Major/Educational Goal**?

SECTION 3: PERSONAL STATEMENT

Please provide a detailed statement of the circumstance(s) which resulted in your unusual enrollment history. Make sure your information is clear and concise. Avoid vague statements such as "I had personal problems." You must indicate what has changed and/or what circumstances are different now that will allow you to complete your attempted courses and maintain satisfactory academic progress. *IF YOU FAILED TO EARN ACADEMIC CREDIT AT OTHER COLLEGES WHILE RECEIVING FEDERAL FINANCIAL AID, YOU MUST EXPLAIN "WHY" AND ATTACH SUPPORTING DOCUMENTATION.*

SECTION 4: CONDITIONS OF APPEAL

Please read, initial and sign below. Your signature indicates your understanding of the conditions of your appeal and that all information reported on this form and any attachments are true, complete and accurate.

- _____ I understand that an appeal submitted without a valid Student Education Plan will be considered INCOMPLETE and will not be processed.
- _____ I understand that ALL prior college transcripts are REQUIRED to be submitted and evaluated before submitting this appeal.
- _____ I understand that if my appeal is APPROVED, my academic progress will be reviewed after the completion of each term.
- _____ I understand that while receiving Federal Financial Aid, I must make Satisfactory Academic Progress toward my educational goal.
- _____ I understand that false statements and/or misrepresentations will result in denial, reduction, withdrawal and/or repayment of aid disbursed and student disciplinary action may be taken.

Student Signature: _____ **Date:** _____

FOR OFFICE USE ONLY				
	Transcript Evaluation	Student Education Plan	NSLDS	Documentation(if applicable)
Reviewed by: _____	Date: _____	Status: Complete / Incomplete		
FA Administrator: _____	Date: _____	Decision: Approved / Denied		