

Academic Degree Completion Plan

Student Name: _____ **CWID:** _____

Term: _____

| Course # | Course Title | Credit Hours |
|----------|--------------|--------------|
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| | | |
| | | |
| | | |

Total Credit Hours _____

Term: _____

| Course # | Course Title | Credit Hours |
|----------|--------------|--------------|
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| | | |
| | | |

Total Credit Hours _____

Term: _____

| Course # | Course Title | Credit Hours |
|----------|--------------|--------------|
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| | | |
| | | |

Total Credit Hours _____

Term: _____

| Course # | Course Title | Credit Hours |
|----------|--------------|--------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Total Credit Hours _____

Anticipated Graduation Date: _____

Academic Advisor Signature: _____ **Date:** _____

Advisor Email: _____ **Phone #:** _____

I hereby certify that I will complete the course plan above for my degree as outlined. I understand that any deviation from this completion plan, change of major, failure to meet cumulative GPA, or Pace requirements will result in immediate termination of my federal financial aid.

Student Signature: _____ **Date:** _____

Financial Aid Counselor: _____ **Date:** _____

Instructions for Instructors

- Degree Completion Plans **MUST** be completed on Academic Degree Completion Plan form.
- Provide an accurate degree completion plan for the student to follow quarter by quarter in order to graduate in a timely manner. **Only include courses for primary degree. Do not include second degree or certification courses.**
- For each quarter, provide the following information:
 - Term
 - Course #
 - Course Title
 - Number of credit hours per course
 - Total hours for per quarter
 - See Example Below:

Term: Spring 2011

| Course # | Course Title | Credit Hours |
|-------------|--------------------|--------------|
| MATH100.001 | College Algebra | 3 |
| CHEM100.001 | General Chemistry | 3 |
| KINE425.002 | Practicum | 1 |
| KINE420.001 | Sports and Society | 3 |
| | | |

Total Credit Hours 10

- Advisors must review the anticipated graduation plan in light of course availability and pre-requisites and complete the following information:
 - Anticipated Graduation Date
 - Academic Advisor Signature and Date
 - Advisor Email and Phone #
- If the student can not complete their degree within four quarters, you may print an additional copy and submit both degree completion plans stapled together.
 - Advisor must provide their signature and date on both degree completion plans in this situation.
- Students will sign once the form is completed by the advisor. Student's signatures indicate that the student has full understanding they must complete the outlined degree plan. Any deviation from the plan outlined by the advisor will result in termination of the student's financial aid.