

Credit Extension Appeal (CEA) 2026/27



Name _____ RCC ID _____

There are limits to student eligibility for federal financial aid. A Credit Extension Appeal (CEA) is used to request an extension of aid eligibility past when it would normally be available.

- If you have already earned an associate degree or higher, you must have an approved CEA if you are seeking financial aid to earn another degree or certificate at RCC.
- If you cannot finish your major within the Maximum Time Frame (MTF), which is 150% of the program length, you must have an approved CEA.
 - For example, if a welding certificate requires 40 credits, the MTF would be 60 credits ($40 \times 1.5 = 60$). If you've already attempted 35 credits and need 30 more credits to finish the certificate, you'd need an approved CEA.
- If you are trying to enter a special admission program at RCC, such as Nursing, Dental Assisting, or Dental Hygiene, you will need a Special Admission CEA if you need to take required prerequisite classes at RCC before you can apply for the program. This type of CEA would possibly qualify you for student loans for up to 365 calendar days (no grant eligibility).

If one of these applies to you, mark which one then follow the instructions.

- ☐ I have already earned a degree.
 - Mark the highest you've earned: ☐ Associate | ☐ Bachelor's (loans only)
- ☐ I cannot complete within 150% of the length of my current program.
- ☐ I must apply for admission to a specific RCC program and I am not yet admitted to that program due to needing prerequisites. (If approved, eligible only for loans for 1 year, \$8,625 maximum.)

Complete the following in this order:

1. **Declare the major you're pursuing:** Connect with an academic advisor to declare the correct major. Confirm which academic year you'll be using, as requirements sometimes change year to year.
2. **Official transcripts:** Submit official transcripts for all prior college coursework outside of RCC (if we don't already have them).
3. **Official Degree Audit (ODA):** Once all your official transcripts are here, submit an ODA request for the major and academic year you're appealing for. You can [request an ODA here](#) if you don't already have an ODA for your declared major and correct academic year.
 - Watch your email for updates from Student Records. Once you're notified the ODA for the correct major and academic year is approved, continue with these instructions.
4. **Signed statement:** Write an explanation of why you're appealing. What is your specific academic goal at RCC? Why is earning this credential important to your academic and career goals?
5. **Initial next to each statement in the following CEA Agreement.**

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CEA AGREEMENT - If I receive financial aid through an approved CEA, I agree to the following:

- I will not change my major. If I do, my CEA will no longer be valid. Initials: _____
- I will only register for classes that are required to finish the major listed on my approved CEA. These classes must be included in the Official Degree Audit (ODA) I submitted, including the **same major and academic year**. If I enroll in classes that are not required for my degree or required prerequisites for required classes, my CEA will no longer be valid. Initials: _____
- When planning classes with my academic advisor, I will notify them I am on a CEA and for which major/academic year. Initials: _____
- I will keep a cumulative GPA (cGPA) of 2.0 or higher. If my cGPA drops below 2.0, my CEA will no longer be valid. Initials: _____
- I will pass all the classes I attempt with at least a C- grade (or "P" for pass/no pass classes). If I receive a D, F, NP, NA, I or W grade, my CEA will no longer be valid and I'll lose access to all federal, state, and institutional aid. Initials: _____

Failure to meet any of these standards once a CEA is approved will result in loss of access to federal, state, and institutional financial aid.

Student Certification: *I have read this entire appeal form and agree to the terms. I confirm the information I provided is true and complete to the best of my knowledge. I understand the Financial Aid Office may request additional information to process this appeal and approval is not guaranteed.*

Student Signature _____ Date _____

Submit both pages of this form, your signed statement, and the applicable ODA by email to your [FinAid Advisor](#) or in person with a FinAid Advisor in [Rogue Central](#). Physical copies can be mailed to: RCC Financial Aid 3345 Redwood Hwy Grants Pass, OR 97527