

KCTCS Financial Aid Degree Audit

A completed Degree Audit form is required of all students who have attempted over 150 percent of the credit hours necessary to complete their program of study. This form also is recommended (not required) for any students who are not completing at least 67 percent of the course work that they have attempted and who may be in danger of not completing their credential within 150 percent of the credits necessary for their program of study. Attempted courses include all "W" (withdrawal), "I" (Incomplete), and "R" (Repeat) and all courses in which the student earned a grade of (A, B, C, D, E). The number of Maximum Time Frame (MTF) credit hours does not include remedial courses (*Developmental*), or any course that was dropped prior to the add/drop date for each semester session.

Last Name, First Name MI: _____ Student ID: _____

Social Security Number _____ Email address: _____@kctcs.edu

Address: _____ City: _____

State: _____ ZIP: _____ Phone: H-(____) _____ Cell-(____) _____

Degree Program: _____

Option: _____

Student Acknowledgement: I understand that the completion of this form does not guarantee automatic reinstatement of my Student Financial Aid eligibility.

Student Signature _____ Date _____

Registrar: Please complete the remainder of this form for the student indicated above. List all of the courses that the student must complete for his/her degree, diploma or certificate program. Please attach forms of your choosing that describes the courses still required for this student to successfully graduate or complete her/his program of study.

Registrar Name _____

Telephone Number _____ Ext. _____

Registrar Signature _____ Date _____