

## Academic Plan Restricted Course List Addendum for South Mountain Community College

**INSTRUCTIONS: You will be required to meet with a SMCC Academic Advisor. It is recommended that you see the same Advisor that completed and signed your original Academic Plan/ Restricted Course List (RCL) that was part of your MTF Appeal. You may schedule an online appointment with an advisor by visiting the SMCC website/Advising.**

1. Sections III: Must be completed and electronically signed by the student, if the course is a repeated course. Complete the form, download to your device and email to the SMCC Financial Aid Office at [finaid@southmountaincc.edu](mailto:finaid@southmountaincc.edu). Whenever possible, use your Official MCCCED Email Account to send your information.
2. Schedule an online appointment with an SMCC Advisor by visiting the SMCC website/Advising.
3. The completed Addendum will be submitted to SMCC Financial Aid Office by your Advisor after your appointment has concluded.
4. If needed, make payment arrangements to avoid course/class cancellations.
5. Check your Student Center Message Center ([my.maricopa.edu](http://my.maricopa.edu)) to see if the courses on your Academic Plan/RCL Addendum were approved for financial aid consideration.

### TERMS OF ADDENDUM:

- The Financial Aid Appeal decision is final.
- Students are limited to one MTF Appeal. A 2nd Maximum Time Frame Appeal will not be accepted if the 1st Maximum Time Frame has not been successfully completed.
- If the program plan on an approved MTF Appeal is no longer offered by SMCC, a petition to reconsider may be submitted. Federal Regulations require a student to move toward the completion of one degree at a time within an eligible program when receiving financial aid.
- A student that is not granted reinstatement of financial aid is responsible for all tuition and fees.

Maricopa County Community College District (MCCCDD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the college.

The Maricopa Community Colleges do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 Concerns, call the following number to reach the appointed coordinator: **(480) 731-8499**. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit the following weblink: <https://distict.maricopa.edu/consumer-information/non-discrimination-statements>.



Chandler-Gilbert | Estrella Mountain | GateWay | Glendale | Mesa  
Paradise Valley | Phoenix | Rio Salado | Scottsdale | South Mountain

### Academic Plan Restricted Course List Addendum

Student Name

Student ID Number

Degree /Certificate

I am requesting aid for: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year \_\_\_\_\_

Since filing the original Academic Plan/Restricted Course List (RCL) or Certificate Course List (CCL), it has become necessary to modify my RCL. **(NOTE: A change of Degree /Certificate Program requires a NEW Maximum Timeframe Appeal.) Notification of the Committee's decision will be delivered to your Student Center within approximately 30 business days.**

**Section I: (Must be completed by an SMCC Academic Advisor).** Please indicate if the course is **ADDED**, **REPEATED**, or a **SUBSTITUTION**. (For course substitution, the course it is replacing must be listed.) Substitutions cannot be used to replace a class (approved on a previous RCL) that was attempted, but not completed.

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>ADD</u>	<u>REPEAT</u>	<u>SUBSTITUTION FOR</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

### Section II:

Briefly explain why you and your Advisor did not identify the **“Added,”** or **“Substituted”** course when your Academic Plan RCL was originally completed. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Section III:

Briefly explain what steps are being/will be taken to ensure success in the requested **“Repeat”** course. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student’s Signature

Date

SMCC Academic Advisor Signature

Date

Submit a copy of approved Academic Plan/ RCL and Addendum to a SMCC Financial Aid Office