

## CONTINUING EDUCATION COURSE CERTIFICATION

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

### Title IV Loan Eligibility for Non-degree Students

Non-degree students may be eligible for Federal Direct Loans. An academic or admissions advisor from the institution where the student plans to attend must complete this form and certify that the student met with them and developed a coursework outline for admission to their University. An academic or admissions advisor must determine that with successful completion of preparatory coursework, the student will be eligible to be considered for admission to the stated institution within twelve *consecutive months*. Please submit your form by mail or fax.

### Academic Certification: Must be completed by Academic or Admissions Advisor

Non-degree Start Term: \_\_\_\_\_ Year: \_\_\_\_\_

- Degree Program:** I certify that the student's anticipated courses meet the suggested additional preparation necessary for consideration for acceptance into a graduate program or second undergraduate program (**form must be signed by academic / admissions advisor**).

Name of Institution: \_\_\_\_\_

Name of degree program to be considered for acceptance: \_\_\_\_\_

*Please list the courses the student is required to take for admission:*

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

\* Successful completion of this coursework does not guarantee admission into any degree program.

- Teacher (Re)Certification:** (form must be signed by education academic advisor) I certify that the student's anticipated coursework meets the eligibility criteria required for elementary or secondary teacher certification or re-certification in the state where the student plans to teach, or the state where the student is completing the program. This exception is not intended to cover optional courses that the student elects to take for professional recognition or advancement. Nor does the exception cover courses that the school recommends but are not required for certification or re-certification.

Name of State: \_\_\_\_\_

Name of Academic Institution: \_\_\_\_\_

*Please list the courses the student is required to take for admission:*

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

\* Successful completion of this coursework does not guarantee admission into any degree program.

Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Academic/Admissions Advisor (please print): \_\_\_\_\_

Academic/Admissions Advisor Title (please print): \_\_\_\_\_

Signature of Academic/Admissions Advisor: \_\_\_\_\_

Date: \_\_\_\_\_