



OFFICE of FINANCIAL AID

Division of Student Affairs

EAST TENNESSEE STATE UNIVERSITY

Educational Plan (EPLAN) Form FOR SPECIAL UNDERGRADUATE OR SPECIAL GRADUATE STUDENTS
Form must be completed and signed by the Department/Program Chair or the Graduate Program Coordinator,
then submitted to the ETSU Office of Financial Aid.

STUDENT NAME: \_\_\_\_\_ ETSU ID: E\_\_\_\_\_

This student is classified as a "Non-degree Special Undergraduate" or a "Special Graduate." This student has not been
admitted to a degree-seeking program at ETSU. Non-degree seeking students are not eligible for Federal Financial Aid.
There are two exceptions to this federal regulation.

- 1. Courses required for elementary or secondary teacher certification or recertification in the state where the student
plans to teach QUALIFY for certain student loans and Federal Work Study. (Optional courses that the student elects
to take for professional recognition or advancement, and courses recommended by the school, but not required for
certification, DO NOT QUALIFY.)
2. Courses required as prerequisites prior to admission to a graduate degree program or a professional degree program
(i.e. PMED, PDNT, PPOD, PPHY, POPT, PCHI, PPAS, PVET, POPM) QUALIFY for certain student loans and
Federal Work Study. In this case, the student could be eligible for federal financial aid for up to 12 consecutive
months only. (Courses taken only to raise the student's GPA or to defer student loan payments DO NOT QUALIFY.)

TO BE COMPLETED BY STUDENT

Have you ever received Federal Financial Aid while enrolled in prerequisite coursework prior to admission to any degree
program (i.e. associates, bachelors, graduate)?

No\_\_\_ Yes\_\_\_ If Yes, When \_\_\_\_\_, Where\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Print Name \_\_\_\_\_ Date\_\_\_\_\_

TO BE COMPLETED BY DEPT/PROGRAM CHAIR OR GRADUATE PROGRAM COORDINATOR

MARK THE CORRECT STATEMENT BELOW:

- \_\_\_\_\_ Student is enrolled in only courses required for elementary or secondary teacher certification.
\_\_\_\_\_ Student is enrolled in only courses required as prerequisites for admission to the following graduate degree
program or a professional degree program: \_\_\_\_\_
\_\_\_\_\_ Students' enrollment does not meet either exemption outlined above.

List courses required below: (Student must be enrolled 6 or more hours per term for financial aid).

NOTE: Any deviation from approved courses will result in loss of aid eligibility.

Table with 4 columns: Hours, Course Prefix and Number, Course Title, Term to be Enrolled

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_
(Dept/Program Chair or Graduate Program Coordinator) Phone Number: \_\_\_\_\_