



Maximum Time Frame Appeal (Graduation Plan)

Financial Aid Office
 PO Box 151
 Whiteville, NC 28472
 Ph (910) 642-7141
 Fax (910) 642-1267

Student Name: _____ Student ID: _____

Telephone Number _____ Email Address _____

Students who have been disqualified from receiving financial aid due to exceeding the 150% Maximum Time Frame may appeal that decision by completing this form. Complete all sections of this form to appeal your financial aid ineligibility. Failure to complete all sections or to submit all documentation will result in a delay in the decision of your appeal or denial.

**Lack of knowledge of the SAP Standards will not be grounds for the approval of an appeal.*

STEP 1: Your Current Academic Program Information

Degree Objective: Associate Degree Certificate Diploma

Name of Program		Catalog Year	
Number of Classes Remaining to Complete Degree		Expected Graduation Date	
Total Credit Hours Required for the Degree		FYI-You can find all this information on your Program Degree Evaluation.	
Total Credit Hours Earned Toward Degree		Total Credit Hours Remaining to Earn Degree	

(Please submit a copy of your Program Degree Evaluation which can be obtained from your Advisor/Success Coach.)

STEP 2: REASONS FOR NOT MEETING SATISFACTORY ACADEMIC PROGRESS STANDARDS *(Indicate the extenuating circumstances which have caused you to exceed the Maximum Time Frame for your program. Examples of why you have not met progress include: Illness, injury, change of program of study etc. Specify start and ending dates of the extenuating circumstance. Attach additional pages if needed. **Include documentation which supports your circumstance.**)*

Warning: According to the U.S. Department of Education, if you purposely give false or misleading information on this form, you may be subject to a fine of up to \$20,000 or imprisonment for up to 5 years, or both. Revision 06/25/19

STEP 3: EXPLANATION OF STEPS FOR FUTURE SUCCESS

(Describe the steps you have taken to address the above circumstance(s) – which will ensure your ability to follow the timetable of remaining coursework for program completion listed in Step 4. Attach additional pages if needed.)

STEP 4: EDUCATIONAL PLAN - TIMETABLE OF REMAINING COURSEWORK FOR PROGRAM COMPLETION

*All students submitting a Maximum Time Frame Appeal must also complete and submit a copy of the Program Degree Evaluation plan indicating all remaining required courses in their academic program. Any extension of financial aid eligibility will be limited to only those courses which are required to complete their current program of study. **A copy of the Program Degree Evaluation will be required.** The Program Degree Evaluation may be obtained from your Advisor or Success Coach.*

STEP 5: Student Statement and Signature

❖ I understand I am requesting an appeal for continued financial aid eligibility. The timetable outlined above is for the **required coursework** for completion of my current program of study only. I understand any deviation from the above may result in my being disqualified from receiving any further financial aid.

❖ I understand that decisions on appeals are processed on a case-by-case basis. If approved, I will be expected to complete **75% of my courses taken per semester and maintain a 2.0 GPA.**

❖ I have attached a copy of my Program Degree Evaluation indicating the courses I have taken and the courses needed to graduate.

Student Signature: _____ Date _____

Advisor/Success Coach Signature: _____ Date _____

Appeal Deadlines: *This completed form, typed statement and supporting documentation should be received at the Financial Aid Office by 5:00 p.m. on the deadline date of the term for which you are appealing. Late appeals will NOT be reviewed until the next session. Classes may not be held if appeals are submitted or approved on or after the payment deadline. If you did not pay for your classes out of pocket and a payment deadline passes, your classes may drop for non-payment. You will be responsible for re-registering for available classes.*

Incomplete appeals will be returned without review.