

**Appeal to Exceed  
Maximum Time Frame (MTF)**

Last Name	First Name	ctcLink #:
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Federal law and regulations require colleges to have policies in place to measure Satisfactory Academic Progress (SAP) that must not only consider the grades earned by the student, but also the pace of progress toward a degree. In particular, the student must be on track to graduate within the maximum time frame for the degree program they are in.

**Definition of Maximum Time Frame**

The federal government defines maximum time frame as 150% of your program’s published length. For example, if your degree requires 90 credits, the maximum time frame is 135 credits (90 x 150%). If you had unusual circumstances or program change that prevented you from completing a program within the allowed time frame, you may appeal for additional quarters of aid. To learn more about Shoreline SAP policy, please visit: <https://www.shoreline.edu/apply-and-aid/funding-and-aid/financial-aid/sap-current-students.aspx>

**A. Direction**

1. Provide a statement regarding why you have not been able to complete your program within the 150% credit limit.
2. Complete the Academic Plan on page 2 with your advisor.
3. On the Academic Plan, you must indicate the courses required to finish your program at Shoreline.
4. Have your academic advisor review and approve the academic plan by signing on page 2.
5. If your appeal is approved, your aid is reinstated for only the approved courses needed to complete your program and if other financial aid eligibility requirements are met.

**B. Appeal**

**Note:** You are responsible for making certain that all of your remaining required courses are included on your appeal. Use your program’s planning guide and consult with your academic advisor to ensure you understand your program’s completion requirements.

1. My appeal is based on: *(please check one)*
    - Program Change or second program** - If you are changing your program, please fill out the section below and submit a program change request online: [www.shoreline.edu/apply-and-aid/registration/program-of-study.aspx](http://www.shoreline.edu/apply-and-aid/registration/program-of-study.aspx)

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Current Program: \_\_\_\_\_ New Program: \_\_\_\_\_

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List all credits that will transfer to your new program per your advisor: \_\_\_\_\_

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Complete Online Program Change Request Form:  Yes  No

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  - Unusual Circumstances** - If you believe that unusual circumstances prevented you from completing your program, even though you have attempted the maximum number of credits, you may submit this appeal for continued eligibility.
2. **Statement** - Explain why you have not been able to complete your program within the 150% credit limit or why changing your program will help you succeed in your academic and career goals:

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*(attach additional pages if needed)*

**C. Appeal - continue from previous page**

3. **Academic Plan** - List below only the classes **required** to complete your intended program of study. Be sure to complete all items below: Please note, your academic plan must be approved and signed by your academic advisor.

- Name of your program at Shoreline (**do not leave blank**): \_\_\_\_\_
- Number of remaining credits required to complete your program per Advisor: \_\_\_\_\_
- Date you expect to complete program at Shoreline: \_\_\_\_\_ (Quarter/Year)
- List below all the courses required to complete your program at Shoreline as approved by an Advisor:

Summer 202__ Name and Course Number	# of credits
<b>Total Credits:</b>	

Fall 202__ Name and Course Number	# of credits
<b>Total Credits:</b>	

Winter 202__ Name and Course Number	# of credits
<b>Total Credits:</b>	

Spring 202__ Name and Course Number	# of credits
<b>Total Credits:</b>	

Academic Advisor's Name- Please Print	Academic Advisor Signature:	Date:
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**\*Please note, forms without an ink signature, statement, or Academic Plan will not be processed.**

Student Signature: <b>Handwritten signature REQUIRED (no electronic signatures)</b>	Date:
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**Financial Aid Office | 16101 Greenwood Avenue North, Shoreline WA 98133 | Email: [financialaid@shoreline.edu](mailto:financialaid@shoreline.edu)**

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