

Appeal to Exceed Maximum Time Frame

Name (*please print*)

Social Security Number

ctcLink ID Number

For continued aid eligibility, 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 timeframe for the degree program. The maximum timeframe is 150% of the normal timeframe for a program. Federal regulations also state that a student becomes ineligible for financial aid whenever it becomes mathematically impossible to complete a degree program without exceeding the maximum timeframe. Students in this scenario are no longer eligible for federal aid.

Our records indicate that you will soon attempt, or have already attempted the maximum number of credits allowed, 150% of the credits required, for your program of study. **All credits for which you have registered at Shoreline and/or transferred to Shoreline** are counted in the total, including audits, withdrawals, repeats, and courses for which you received the following grades: 0.0 (fail), H (in progress), W (withdrawal), I (incomplete), N (audit), NC (no credit), V (fail), Z (hardship withdrawal). 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.

Appeals are considered for required courses only. You and your academic advisor must complete the Academic Plan on the back of this form. On the Academic Plan you must:

1. Indicate the courses required to finish your program at Shoreline, include course name and number; and
2. Have your academic advisor sign the form

Note: You are responsible for making certain that **all** of your remaining required courses are included on your petition. You are allowed to file a maximum timeframe petition **only one** time. Use your program's planning guide and consult with your academic advisor to ensure you understand your program's completion requirements. You may attach additional pages if necessary.

1. **Explain why you have not been able to complete your program within the initial time period and attempted credits.**

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2. Quarter and year you will finish your program at Shoreline: _____

3. Complete the Academic Plan below with your academic advisor. Your Academic Plan must be reviewed and approved by your advisor.

To appeal for continued aid eligibility, list below only the classes **required** to complete your current program of study. You need your academic advisor's name and signature. Be sure to complete all items below.

1. Name of your program at Shoreline (do not leave blank): _____

2. Number of remaining credits **required** to complete your program per Advisor: _____

3. Quarter and year you will complete the program at Shoreline: _____

4. List below all the courses **required** to complete your program at Shoreline as approved by Advisor:

Summer 202__ Name and Course Number	Credits	Fall 202__ Name and Course Number	Credits
Total Credits:		Total Credits:	

Winter 202__ Name and Course Number	Credits	Spring 202__ Name and Course Number	Credits
Total Credits:		Total Credits:	

Student's Signature

Date

Academic Advisor's Name and Signature

Date

OFFICE USE ONLY ☐ Deferred ____ (pending more information) ☐ Denied ☐ Approved through _____ as below:

Initials _____ Date: _____

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