



# MAXIMUM TIME FRAME APPEAL

## Procedures for completing a Maximum Time Frame Appeal:

- Complete this appeal form and attach documentation to support your appeal.
- Take the completed form and documentation to an Academic Counselor.
- The counselor will discuss your academic status with you and decide if you are eligible for approval.
- If approved the appeal will be sent to the Financial Aid Office.
- Aid will be awarded based upon the conditions of the appeal.

**Note: If you fail to follow the conditions of the appeal, you will no longer be eligible for aid at ECC.**

ACADEMIC YEAR \_\_\_\_\_

Student's Name \_\_\_\_\_

ECC ID # \_\_\_\_\_

Student's Major \_\_\_\_\_

Briefly describe why you have not completed your educational program to graduate within the maximum time frame for your major. Please provide documentation, if applicable.

**Certification Statement:**

*I certify that the information on this form and the documentation I am submitting is true and correct to the best of my ability.*

Student's Signature: \_\_\_\_\_

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

# OFFICE USE ONLY

## MAXIMUM TIME FRAME APPEAL WORKSHEET

Academic Year: \_\_\_\_\_

Summer II    Fall    Spring    Summer I

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ ECC ID # \_\_\_\_\_

Major: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ Academic Standing Status: \_\_\_\_\_

Number of Credits Needed for Degree: \_\_\_\_\_ Maximum College Credits Allowed: \_\_\_\_\_ Number of College Credits Attempted: \_\_\_\_\_

Number of Credits Remaining to Obtain a Degree: \_\_\_\_\_

Eligible for a Maximum Time Frame Appeal:  YES    NO   Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CONDITIONS OF APPEAL

- Number of credits approved to earn a degree/certificate \_\_\_\_\_
- No Withdrawal, Incomplete or No Show Grades.
- Pass 100% of all courses with a satisfactory grade (passing grade) in all college-level courses with a GPA of 2.0 or better.
- Other; specify: \_\_\_\_\_

List courses required to complete major requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Certification:

I certify that I understand the conditions of this appeal. I further understand that this appeal is final and if I do not meet the conditions of this appeal I will no longer be eligible for aid at ECC.

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