



OFFICE OF FINANCIAL AID
 303 University Avenue, Newark, NJ 07102-1798
 p: (973) 877-3200 f: (973) 877-3586
 Room 3220 www.essex.edu/fa

MAXIMUM TIME FRAME APPEAL
2019-2020

Procedures for completing and submitting a Maximum Time Frame Appeal:

- **You should complete this appeal only if you can complete your degree in one semester/term.**
- 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 an Academic Plan.
- If you are eligible for an Academic Plan, the Academic Counselor/Advisor will forward your appeal our office.
- Aid will be awarded pending financial aid approval and the terms and conditions of the Academic Plan.
- **You will be notified of the results via your ECC email account and or the ECC Portal. You must sign on to myecc.essex.edu to view your appeal status. Allow two weeks for your appeal to be reviewed for aid eligibility.**

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

| |
|--|
| STUDENT NAME |
| ECC ID# |
| STUDENT MAJOR |
| INSTRUCTIONS Please briefly describe why you are filing this appeal: <ul style="list-style-type: none"> • Please explain why you failed to complete your program of study within the maximum time frame allowed for your major. • Please explain what has changed that will allow you to complete all of your requirements in one semester/term. |
| |
| |
| |
| |
| |

CERTIFICATION STATEMENT

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

| | |
|-------------------|------|
| Student 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 college-level courses with a satisfactory grade (passing grade) of 2.0 or better College Credit GPA.
- Other: _____

List courses required to complete major requirements: _____

Certification:

Pending Financial Aid approval, 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: _____