### 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.

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<th>Student Last Name</th>
<th>First Name</th>
<th>ECC ID#</th>
<th>Home Phone</th>
<th>Cell Phone</th>
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### STUDENT MAJOR

### INSTRUCTIONS

Please briefly describe why you are filing this appeal:

- 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.

<table>
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<th>Student Signature (Full, no initials)</th>
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# MAXIMUM TIME FRAME APPEAL WORKSHEET

**Academic Year:** ________________

- [ ] Summer II  - [ ] Fall  - [ ] Spring  - [ ] Summer I

**LAST NAME:** ____________________ **FIRST NAME:** ____________________ **ECC #:** ____________________

**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:** _______  **Number of College Credits Attempted:** _______

**Eligible for a Maximum Time Frame Appeal:**  [ ] YES  [ ] NO

## CONDITIONS OF APPEAL

- Number of credits approved to earn a degree/certificate
- Other:

**List courses required to complete major requirements:**

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**Counselor’s Signature:**  ____________________________  **Date:**  ____________________________