



Appeal to Exceed Maximum Time Frame

Last Name (<i>please print</i>)	First Name	ctcLink ID Number
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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 timeframe for the degree program.

Our records indicate that you are near, or have exceeded, the maximum number of credits allowed 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).

Definition of Maximum Timeframe

The federal government defines maximum timeframe as 150% of your program’s published length. For example, if your degree requires 90 credits, the maximum timeframe is 135 credits (90 x 150%). A student becomes ineligible at the point at which it becomes mathematically impossible for the student to complete the program within the 150% timeframe.

Appeal Process

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
3. If your appeal is approved, your aid is reinstated for only the courses needed to complete your program and if other eligibility requirements are met.

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.

Last Name (please

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2. Quarter and year you expect to complete 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 expect to complete 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
<i>Total Credits:</i>		<i>Total Credits:</i>	
Winter 202__ Name and Course Number	Credits	Spring 202__ Name and Course Number	Credits
<i>Total Credits:</i>		<i>Total Credits:</i>	

Student's Signature

Date

Academic Advisor's Name and Signature

Date

OFFICEUSEONLY Deferred _____ (pending more information) Denied Approved through _____ as below:

Initials _____

Date: _____

Financial Aid Services | 16101 Greenwood Avenue North, Shoreline WA 98133 | Email: financialaid@shoreline.edu | Fax: (206) 533-6609

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