



## 150 Maximum Timeframe Appeal

Name: \_\_\_\_\_ Student ID: A \_\_\_\_\_  
Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_ Major: \_\_\_\_\_

Federal regulations require students enrolled in a degree or certificate program to complete their program within a timeframe no longer than 150% of the published length of the educational program, as measured by attempted credits.

*For example, an associate's degree with a published program length of 64 credits must be completed within 96 credits.*

*A certificate program with a published program length of 27 credits must be completed within 40 credits.*

*Transfer credits, withdrawals (W), incompletes (I), or failures (F) are counted in the attempted hours. Up to 30 credits may be excluded for any remedial coursework required for the educational program.*

Per these regulations, as soon as WMCC determines that a student will not complete their degree or certificate program within the 150% timeframe the student becomes ineligible for financial aid. Details of SAP policy, measurements, and appeal procedures can be found online at [www.wmcc.edu](http://www.wmcc.edu). The link is located under "Helpful Links" at the bottom of the home page.

Based on your academic record, you no longer qualify for financial aid. You may appeal this decision if you can demonstrate that you had extenuating circumstances which prevented you from completing your academic goal by now.

### **YOU MUST COMPLETE ALL FIVE STEPS**

**STEP ONE:** Please circle the semester this appeal is for: Summer Fall Spring

**STEP TWO:** Do you have a previous Degree from WMCC? Yes or No Year you graduated: \_\_\_\_\_

Degree Previously Received at WMCC: \_\_\_\_\_

**If you have a previous Degree from WMCC, you can skip to Step Three, all others continue with Step Two.**

What prevented you from completing your degree or certificate within the 150% timeframe?

Review examples below and check all that apply.

\_\_\_\_\_ Changed majors: Transcript includes coursework taken for prior program requirements

Repeated courses because of failures and/or withdrawals due to:

\_\_\_\_\_ Academic (Not academically prepared; missed classes; did not complete assignments, etc.)

\_\_\_\_\_ Employment (Had scheduling problems with work and classes; worked too many hours, etc.)

\_\_\_\_\_ Transportation (Did not arrange for transportation; lost transportation after classes began, etc.)

\_\_\_\_\_ Childcare (Did not have adequate child care in place; lost child care; could not afford child care, etc.)

\_\_\_\_\_ Health (Missed classes due to recurring health issues; withdrew due to unexpected health crisis, etc.)

\_\_\_\_\_ Personal (Family member's illness; family member's death, etc.)

\_\_\_\_\_ Other: please specify

**STEP THREE:** For all items checked in Step Two; *on a separate page*, explain:

1. Your circumstances in detail (be sure to indicate when these circumstances occurred—semester and year). Include supporting documentation where appropriate (for example health issues, divorce decree, unemployment, police reports, etc.).
2. What steps you took at the time to correct these circumstances, and why you were unsuccessful.
3. Explain how these circumstances have been resolved and will no longer prevent your academic success.

**STEP FOUR:**

1. Develop an Academic Plan—Meet with an academic advisor to determine a plan/timeline for completing your degree/certificate and provide a copy of the plan/degree audit with goals. Be sure all the classes you are registered for are listed on the Academic Plan. **You must follow your academic plan exactly as outlined. Any changes will require you to meet with your academic advisor and revise your plan.** Your academic plan will be reviewed at the end of each semester. Not following the plan may result in suspension of your financial aid.

**Academic Plan must be signed by student and advisor and attached to this appeal**

2. Your academic advisor will print out a Degree Works degree audit for your current major(s). Complete this section from your Degree Works audit:

\_\_\_\_\_ credits completed toward major

\_\_\_\_\_ credits still needed to complete requirements of current major

\_\_\_\_\_ how many semesters are needed to complete requirements

\_\_\_\_\_ expected graduation date

**Attach a copy of your degree audit to this appeal**

Student must declare a certificate or degree and only enroll in classes that are on the approved academic advisement plan. The student is responsible for informing the Financial Aid Office of any updates or changes to academic plan or financial aid may be canceled.

**STEP FIVE:**

I understand that I am not making Satisfactory Academic Progress (SAP) and am therefore ineligible for all financial aid. I understand that if I am granted an appeal for reinstatement of financial aid, the appeal is granted on a semester-by-semester basis. I understand I will lose my current and future financial aid eligibility if I enroll in courses other than those required by my current program. I have read, understand, and agree to all the conditions stated above.

---

Signature

Date

**Many factors are considered during the review of this Financial Aid Satisfactory Academic Progress Appeal form. The completion of this appeal process does not guarantee approval for future financial aid.**

**Appeal Checklist:**

Appeal Form

Your Letter

Degree Works Audit

Academic Plan

**Please Return All Appeal Documents to:**

WMCC Financial Aid Office

2020 Riverside Dr.

Berlin, NH 03570

Phone: (603) 752-1113

Fax: (603) 752—6335

Email: [WMCCfinancialaid@ccsnh.edu](mailto:WMCCfinancialaid@ccsnh.edu)