



Appeal Form for Extension Beyond 150% of Program Length

Name:	Student ID:
Email:	Phone:
Mailing Address:	

Students who have *exceeded the maximum time frame* for their degree or certificate **OR** *have already completed a degree* may (under limited circumstances) file this appeal for federal aid reinstatement. Upon approval, only courses required to complete the student's program of study will be considered for federal student aid.

- **Maximum Time Frame:** Federal law requires colleges receiving Title IV funds to establish financial aid academic progress standards based on federal regulations. These regulations require students to complete a degree (or certificate) within a maximum number of attempted hours. **At GCCC a student is expected to complete a 60-credit hour program within 90 credit hours (or 150% of their program length).** If a student has not received an associate degree after attempting 90 credit hours (or within 150% of their certificate program length), the student is ineligible for federal financial aid, *regardless of whether she/he has received financial aid for any/all of those semesters.*
- **Degree Completion:** Students who have already attained a degree are eligible for additional assistance only under limited conditions. **A second major does not necessarily mean a new degree or certificate.** If the student is returning to receive another major within the original associate degree program (AS, AA or AGS) the student **cannot** receive additional Title IV aid for those courses. Students can attain more than one Applied Science (AAS) degree at GCCC.

Checklist: Appeals will be reviewed only if all relevant information is submitted:

- ☐ This form completed, signed and submitted to the Financial Aid Office.
- ☐ The advisor form/letter (see reverse) completed, signed, and submitted to the Financial Aid Office. It must list the required courses needed to complete your program at GCCC and must be signed by both you and your advisor.
- ☐ A typed and signed statement explaining the reason(s) you are requesting federal financial aid for courses beyond your degree completion or 150% of your program length. Cite any unusual circumstances that interfered with the timely completion of your program. Include career goals and specific steps you are taking to successfully complete the required courses for your degree completion. If you changed majors tell us when and why you changed your major.
- ☐ Provide documentation to support your statement (e.g., medical or court documents, etc.) Students who have no support documentation must provide a signed letter from a professional person to support their appeal.
- ☐ All final, official transcripts from any institution you attended (college and high school) must be on file with the Records Office.

Student Signature – I have read and understand the above information.

Date

IMPORTANT: Students will be notified in writing by first-class mail and to their official GCCC email account of the decision regarding this appeal. Appeals are not guaranteed.

Advisor Form/Letter for Extension Beyond 150% of Program Length

The student requesting this appeal has either reached his/her maximum number of hours as a student in his/her program of study or is working on a new program of study. The student is ineligible for financial aid in future semesters unless they file a successful appeal. The student's advisor should:

1. Conduct a degree evaluation and submit this completed Advisor Form/Letter. It must detail the specific coursework the student will take until his or her program of study is completed. List **all** remaining **required** courses for degree or certificate completion.
2. Sign and date below. If you have any questions about this form or the instructions, call the Financial Aid Office at 620-276-9519 or email finaid@gcccks.edu. Thank you for your assistance.

One of the categories below MUST be marked for the program/major* listed on the student's appeal form:
****Must match active program on GCCC Registrar's records****

The student plans to (please mark one):

- ☐ Complete an AA, AS, AGS or AAS: _____ (list program area, e.g., BSAD.AS or JDAT.AAS)
- ☐ Complete a certificate at GCCC: _____ (list name of certificate, e.g., PN.CERT or MGMK.CERT)

Total number of credit hours still needed to complete the above program: _____

Please list credits/courses still required below:

<u>Cr. Hrs.</u>	<u>Required Coursework</u>	<u>Cr. Hrs.</u>	<u>Required Coursework</u>

___ Original ___ Revised (*include reason for revision:* _____)

Advisor Name: (please print) _____

Advisor Signature – I have read and understand the above information.

Date

Student Signature – Acknowledges receipt of a copy of this plan.

Date

IMPORTANT: Students whose appeals are approved must meet minimum Satisfactory Academic Progress (SAP) requirements for pace (67%) and GPA (minimum 2.0) to remain eligible for federal aid.