

Portland Community College

**Time Frame Extension Appeal
Financial Aid Office**

Last Name (Please print)

First

Middle Initial

Street Address

Apt. Number

G Number

last 3 digits of SSN

City

State

Zip

Telephone Number

Time Frame Limit Policy:

Federal regulations limit financial aid eligibility to 150% of the number of credits required to complete a degree, certificate or transfer program as published in the PCC college catalog. All attempted credits must be counted toward this limit regardless of whether financial aid was received. In addition you must be able to complete your degree with a 2.0 gpa or higher.

Student Instructions for Completing the Timeframe Extension Appeal:

1. Complete Part A and Part B of this form.

2. Submit the form and your attached written statement to:

- o the academic advising office if your degree/major program of study is General Studies or a transfer degree
- o your department program advisor if your degree/certificate/major program of study is a technical program or limited entry program..

3. The completed form signed by the Academic or Program Advisor will be returned to the Financial Aid Office with a copy of your academic plan. Note: Appeal requests submitted without an Academic Plan will not be reviewed. Please allow 4-6 weeks for processing. You will be notified via your MyPCC email of the results of your appeal. Academic Plans are generally only approved by the financial aid office for up to one academic year.

PART A: (To be Completed by Student)

How many additional credits you are requesting to complete your degree/major at PCC? _____

What is your current major? _____

Indicate your degree, certificate, or transfer program at PCC (check one)

Associate of Arts

Certificate of Completion (one year)

Associate of Science

Certificate of Completion (two year)

Associate of General Studies

Associate of Applied Science

Transfer Program
Intended Transfer College _____

Block Transfer
Intended Transfer College _____

PART B: (To be Completed by Student)

Attach a written statement explaining the mitigating circumstances that prevented you from completing your degree or certificate program within the required time frame limit.

Student Signature: _____ *Date:* _____

PART C: (To be completed by Academic or Program Advisor)

1. Please review the information the student submitted for this appeal and complete the information below.
2. Attach a copy of the student's *Academic Plan or Grad Plan* and return this form to the Financial Aid Office.

How many credits are required to complete this degree, certificate or transfer program? _____
(Please include only courses that are required for the student's degree, certificate or transfer program. If a course is not required but is recommended, please list and note in comment section.)

If student's program of study is limited entry, is student admitted/accepted into the program yes no

Comments: _____

Name and Title of Person Completing This Form

Name (please print) *Title*

Signature *Extension* *Date*