

SAMPSON COMMUNITY COLLEGE
Office of Financial Aid
MAXIMUM TIMEFRAME APPEAL FORM

A. Personal Information of Student

NAME _____ **SCC ID** _____
Please Print LAST) (FIRST) (MI)

ADDRESS: _____

PHONE: HOME _____ **CELL** _____

CURRICULUM ENROLLED: _____

Level of the curriculum enrolled: Associate ____ Diploma ____ Certificate ____

IMPORTANT: A student appealing MAXTIMEFRAME Status that is currently enrolled in the Certificate or Diploma option may change the level within the major to the Associate Degree to achieve a Satisfactory Academic Progress Status, which would allow the student to receive financial aid. If this is an option, the student must change their degree status with a counselor in Student Services immediately. The Financial Aid Office will recalculate the student's eligibility.

B. Directions for Student and Program Department Chair

1. Student needs to sign into their self-service through our website. www.sampsoncc.edu, click yellow login, then click SCC Colleague Self Service.
2. Using the left task bar, click Academics, click Unofficial Transcript, print & attached to appeal form.
3. Program Dept. Chair must verify the courses/grades on the transcript to the curriculum checklist, and list below the remaining courses to be completed for graduation.

COURSES REMAINING FOR GRADUATION

Course Prefix & Number

Title of Course

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Continue on back)

C. Important Information to be Discussed With the Student:

1. The student is required to only take courses in major/on curriculum checklist.
2. The student is not allowed to change majors to receive financial aid (Business Administration to Nursing, etc.)
3. If the student is having difficulty in passing a class, should contact Student Support Services for tutorial services, as well as notifying the advisor.
4. The student must successfully complete the course(s) listed. If the student withdraws from the course(s) listed on this form, the Maximum Timeframe Appeal will be discontinued.
5. **After all the above steps have been completed, submit this form, the transcript, and the course evaluation to the Director of Financial Aid.**
6. After the appeal has been reviewed, the student will be notified of the decision.

D. Verification of Information & Signatures

Based upon this evaluation, we are in agreement that the remaining course(s) to be completed for graduation is listed on this appeal. The information in Section D above has been discussed with the student.

Student's Signature	Date
Department Chair Signature	Date

Appeal Decision Approved _____ Denied _____

Vice President of Academic Affairs	Date
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Financial Aid Office Use Only:

Satisfactory Academic Progress Status Changed to: NMT Yes _____ No _____

Initials: _____ Date: _____