

Tri-County Technical College
2009-2010 Maximum Time Frame Appeal
Understanding and Directions for Completion of Appeal Process

What is Maximum Time Frame?

Students are expected to complete all the requirements for their stated degree objective within a reasonable time period—**NOT** to exceed 150% of the total number of credit hours required for their degree. As an example:

Degree Program = 60 hours required for degree
Max Time Frame = 90 hours allowed to complete the degree

What credit hours are used to calculate whether or not a student has reached their Maximum Time Frame?

A student must understand that **ALL** attempted hours are included in the maximum time frame calculation, this includes:

All enrolled classes throughout the history of your academic admissions to Tri-County,
All courses considered as withdrawals rather than Drops,
All courses which you have received a failing grade, and
All repeat classes, to include those you initially enrolled.

Suspension of your Financial Aid Eligibility due to Maximum Time Frame:

Students who reach their maximum time frame hours will be terminated from financial aid. At the time of termination, a student will **NO LONGER** be eligible for Title IV financial aid—**to include Student and Parent-Plus Loans**.

There are two types of Maximum Time Frame Appeal:

1. Maximum Time Frame Appeal based on circumstances related to a Change, or Changes in your Academic Program.
2. Maximum Time Frame Appeal based on circumstances related to the completion of one degree and a desire to fulfill another degree.

Instructions on how to Appeal your Suspension:

1. Make an appointment to meet with your faculty advisor to determine which completed courses will transfer to your new degree and which courses you still have remaining to complete.
2. Appeals must be submitted no later than the first day of the term for which you want your financial aid to be reinstated; However, appeals should be completed 30 days prior to the start of an academic term in order that the appeal committee has adequate time to review your appeal, **AND IF APPROVED**, ensure that your financial aid eligibility is reinstated in time to fulfill registration, funding, and payment of remaining cost prior to the start of the new term.

Tri-County Technical College Maximum Time Frame Appeal

Please print the following information:

Name: _____ Date: _____

Student ID #: T _____ Present Program: _____

Reason why student requires a Maximum Time Frame Appeal:

complete existing degree program a degree program change

Semester in which student is requesting consideration for the Maximum Time Frame Appeal:

Fall Spring Summer Academic Year: _____

If a New Program of Study: _____ Diploma Cert AAS

THIS SECTION TO BE COMPLETED BY YOUR ACADEMIC ADVISOR

Number of credit hours required to attain degree: _____

Subtract -- numbers of hours completed that transfer: _____

Remaining number of hours needed to complete degree: _____

Courses Needed	Credit Hours	Courses Needed	Credit Hours	Courses Needed	Credit Hours

Advisor's Signature

Date

I hereby certify that I have met with my program advisor who has identified those courses that I have completed and those courses that must still be completed in order to fulfill this new degree program.

I understand that if this appeal is approved, financial aid will ONLY PAY for the number of courses calculated in my new maximum time frame hours as indicated on this form—WHETHER OR NOT I COMPLETE THE DEGREE.

Finally, I understand that by signing below I understand my obligations and requirements, and that I am entering into a contract between the College and myself to complete the above named degree within the maximum time frame calculated.

Student's Signature

Date

To be completed by Financial Aid

Approved Conditional (Financial / Career Counseling required) Denied

NEW MTF HRS _____ Approving Counselor: _____