

## Maximum Time Frame for Completion Appeal Form

Federal Student Aid is meant to assist students in completing their program of study and earning a degree or certificate. To ensure federal dollars are spent appropriately, the federal government requires that each college establish a maximum time frame for completion policy.

The maximum time frame for completion of a degree or certificate program is not to exceed 150% of the normal requirements of that program. For example, if a program is 60 credits in length the maximum time frame for complete is 90 credits (i.e.  $60 \times 150\% = 90$ ). Once a student cannot mathematically complete the program of study within the maximum time frame they become ineligible for federal student aid.

A student who has exceeded the maximum time frame may appeal that status if he/she believes that there are special circumstances. Examples of special circumstances would be injury, illness, death of a relative, or other extenuating circumstances. A student may submit an appeal, with supporting documentation, to the Financial Aid Office. The Financial Aid Office will notify the student of the outcome of the appeal. The appeal notification will explain if the student will be eligible for additional semesters of financial aid.

The maximum time frame requirement is part of the College's Financial Aid Satisfactory Academic Progress policy. The full policy can be found here: [FASAP Policy](#)

**As of now, you are not eligible for federal student aid.** You may appeal this decision by answering all of the questions below and submitting the responses to the Financial Aid Office. The Financial Aid Satisfactory Academic Progress Committee will review your appeal. An email will be sent to your college email account to inform you of your decision. The completed appeal form can be sent to: fa@sunysccc.edu / fax (518) 381-1477 / office: Elston Hall room 221.

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Date completed by student: \_\_\_\_\_

1. What program, or programs, are you currently enrolled in? 1. \_\_\_\_\_  
2. \_\_\_\_\_

2. Have you attempted any programs, other than those listed in question 1, at SUNY Schenectady?  YES  NO

3. If you answered Yes to question 2, please list those programs here. 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

4. If you entered programs in question 3, which of these programs have you graduated from? 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

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5. If you did not complete any of the programs listed in question 3, please explain why you were unable to complete the program.

6. Maximum Time Frame issues often arise because a student has withdrawn from or failed numerous classes. Please explain the circumstances for each semester of poor performance while enrolled at SUNY Schenectady.

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**If your appeal is approved, in order to receive financial aid from this point forward you must complete the program(s) you are currently in.**

6. Please explain how the circumstances you described in questions 5 and 6 will not prevent you from complete the programs you are currently in.

7. What is your plan to ensure you complete your current program of study? This is an opportunity to explain your commitment to your current program. You may also list any types of support you will need to be successful.

**STOP** at end of page 3 and submit to the Financial Aid Office.

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**Page 4 is to be completed by the Financial Aid Office:**

If student is active in two programs:

Program 1: \_\_\_\_\_

Program 2: \_\_\_\_\_

Number of attempted credits:           1 \_\_\_\_\_  
  2 \_\_\_\_\_

Number of earned credits:           1 \_\_\_\_\_  
  2 \_\_\_\_\_

Number of credits remaining until graduation:   1 \_\_\_\_\_  
  2 \_\_\_\_\_

Appeal decision:

Date student notified of decision: \_\_\_\_\_