

MC ID Number

M

Last Name

First Name

### ***Appeal of Financial Aid Termination due to Maximum Time Frame***

In order to appeal your Maximum Time Frame termination, your situation must meet one of the criteria below. Check the box which refers to your appeal and follow the listed instructions. Appeals and all supporting documentation should be submitted to the Financial Aid Office no later than **30 days** after the beginning of the semester for which you are requesting this appeal. Appeals received after 30 days may not be processed.

Adherence to these standards is required by Federal and State regulations governing academic progress toward the completion of a college degree or certificate. These standards apply to all financial aid applicants and recipients at Montgomery College. Your Termination was based upon attempting 150% or more of the published credits required for your current associate degree or certificate program regardless of whether or not you have received financial aid in the past.

#### **Financial Aid Appeals Committee decisions are final and will be sent to you in writing.**

**Previously submitted an appeal and was approved for Maximum Time Frame**

- ✓ Submit this form stating the semester and year of your last approved appeal: Semester \_\_\_\_\_ Year 20\_\_\_\_\_.

**Appeal for Documented Disability or Medical Condition**

- ✓ Attach a statement explaining your disability or medical condition and how it affected your grades or your ability to complete your classes. (Example: hospitalization, student or family illness, family death). You must include steps you have taken to resolve the situation. If it was related to your personal health, are you ready to return to school? If your difficulties were because of a family member, is this situation now stable? A letter of support from your Montgomery College academic advisor or counselor would be very helpful and demonstrates your commitment to improving your progress.
- ✓ Documentation must be included with your appeal to support your claim. For example, provide a note from your doctor.

**Appeal for Change from a Certificate Program to an Associate Degree Program**

- ✓ You must officially change your major with the Office of Admissions, Records, and Registration.
- ✓ Name of new Associate Degree program: \_\_\_\_\_.

**Appeal to Meet Program Requirements**

- ✓ Attach a written statement outlining why you have not yet met all of the requirements of your program and the date you anticipate completing your studies.
- ✓ Complete the attached MC Financial Aid Degree Completion Form along with all requested documents.

**Appeal to Complete an Additional Certificate or Degree Program**

- ✓ Attach a written statement indicating what major you were previously in and the date you completed the program. Explain why you are appealing to complete an additional certificate or degree program and how this will benefit you in the future. (You must officially change your major with the Office of Admissions, Records, and Registration).
- ✓ Complete the attached MC Financial Aid Degree Completion Form along with all requested documents.

If you have questions about preparing your appeal, call the Financial Aid Office at 240-567-5100.

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**Montgomery College  
Financial Aid Degree Completion Plan**

Complete this form only if you are appealing for one of the two reasons below. Please check the box that refers to your appeal

Appeal for Additional Certificate or Degree

Appeal to Meet Program Requirements

Current Major: \_\_\_\_\_ Semester started at MC in this major: \_\_\_\_\_

Expected date of graduation from MC: (month/year) \_\_\_\_\_

List previous degree(s) or certificates you have earned: include college, major, month/year (e.g.: Montgomery College, General Studies May 1999).

\_\_\_\_\_  
\_\_\_\_\_

1. You must meet with a Faculty Advisor in your department to review your graduation requirements at MC. The Faculty Advisor must list all remaining courses required to complete your degree or certificate in the table on page 2.
2. You will need to generate a Degree Planning form or Graduation Audit/Advising worksheet and have your Faculty Advisor complete it with you. You can find the worksheet at the following website: <http://cms.montgomerycollege.edu/EDU/plain.aspx?id=15000>. Please have your advisor sign and date the worksheet.

**Maximum Time Frame Eligibility Requirements:**

- ✓ If my appeal is granted, I will only receive financial aid for which I am eligible and only for those classes recommended by the department advisor on page 2.
- ✓ Appeals for the reasons listed above will only be granted once.
- ✓ If I withdraw or fail classes I have been approved to take, I will not receive financial aid to repeat them.
- ✓ I understand that no more than one additional change in major will be eligible for financial aid. I must complete one degree program before appealing for another degree program.

I understand that this appeal may or may not be approved. I understand that the decision of the appeals committee is final. I further understand that if this appeal is approved I must abide by all the requirements stated above and that if at any time these requirements are not met, my appeal, if approved, may be rescinded.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

Germantown Campus  
SA Bldg, Room 140  
20200 Observation Drive  
Germantown, MD 20876

Rockville Campus  
SV Bldg, Room 124  
51 Mannakee Street  
Rockville, MD 20850

Takoma Park/Silver Spring Campus  
ST Bldg, Room 233  
7600 Takoma Avenue  
Takoma Park, MD 20912

