

North Central State College  
Financial Aid Office

MAXIMUM TIME FRAME APPEAL – GRADUATE

Name (print in dark ink) \_\_\_\_\_ NCSC ID: \_\_\_\_\_

Federal financial aid rules limit the number of credit hours for which a student may receive federal aid. The maximum time frame, or 150%, rule requires that a college terminate funding when it determines that a student:

- Has completed requirements to receive the degree or aid-eligible certificate they are seeking, or
- Cannot complete the requirements to earn the degree or aid-eligible they are seeking within 150% of the minimum number of credit hours required.

Because it has been determined that you possess a college degree or aid-eligible certificate, you are presently not eligible for federal aid at NC State. However, it is possible to receive an extension of eligibility if it can be concluded that you will receive a significant educational, employability, or personal growth benefit from earning an additional aid-eligible credential from the College, and that your likelihood of academic success is high.

Extensions are gained through the following appeal process:

1. Complete the first three pages of this appeal form.
2. Meet with a representative (dean, assistant dean, or divisional academic advisor) of the department which provides the academic program you wish to pursue. Submit the completed appeal to the representative, and discuss with him/her your reasons for wanting to pursue the proposed program. The representative will complete the fourth page and will forward the appeal to the Financial Aid Office (FAO).
3. The maximum time frame committee will review your appeal and will decide if additional eligibility for aid can be granted.
4. Complete and submit a FAFSA to the federal aid processor, and complete all other requirements necessary to have your financial eligibility for federal student aid determined.
5. This process may take multiple weeks to complete. Plan accordingly.

Evaluation of your appeal will examine:

- Your reasons for wanting to pursue the proposed academic program.
- The appropriateness of the proposed program in relation to the education you have already received and to your career goals.
- Your academic history (colleges attended, number of credits attempted and completed, grades received, majors pursued).
- Your employment history (use of previous education in employment).
- Your financial aid history (Federal Pell Grant funding, outstanding student loan balance and repayment history, aid refunds received).

Academic program you wish to pursue: \_\_\_\_\_

Explain why you desire to pursue this program: \_\_\_\_\_

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COLLEGES PREVIOUSLY ATTENDED: (List from most recent to least recent and include NC State.)

College	Major	Degree Received	Dates of Attendance	
			From	To
How have you used this education in your employment?				

College	Major	Degree Received	Dates of Attendance	
			From	To
How have you used this education in your employment?				

College	Major	Degree Received	Dates of Attendance	
			From	To
How have you used this education in your employment?				

College	Major	Degree Received	Dates of Attendance	
			From	To
How have you used this education in your employment?				

Use an additional page for more than four colleges.

PROPOSED ACADEMIC PROGRAM:

1. Determine what courses are required for you to earn the desired degree or certificate:
  1. Log on to MyNC. (If you do not have MyNC access, contact the department which provides the desired academic program.)
  2. In the either section *Academic Profile* or *Advising Information*, select the link for *Program Evaluation*.
  3. Select the box next to *What if I changed my program of study?*
  4. Select the desired major, then select *Submit*.
  5. Select the circle which precedes newest *Catalog*, then select *Submit*.
2. A “degree audit” for this program which shows the courses you need to take is displayed. Print the degree audit.

***Continue on next page***

Student \_\_\_\_\_ NCSC I.D. \_\_\_\_\_

3. Using the degree audit, develop a proposed schedule of all courses you need to complete.

**Semester One:** (circle) SU FA SP 20 \_\_\_\_\_

Department	Course #	Credits

**Semester Two:** SU FA SP 20 \_\_\_\_\_

Department	Course #	Credits

**Semester Three:** SU FA SP 20 \_\_\_\_\_

Department	Course #	Credits

**Semester Four:** SU FA SP 20 \_\_\_\_\_

Department	Course #	Credits

**Semester Five:** SU FA SP 20 \_\_\_\_\_

Department	Course #	Credits

**Semester Six:** SU FA SP 20 \_\_\_\_\_

Department	Course #	Credits

**RESTRICTIONS**

- Only courses required to complete the proposed academic program may be taken.
- Should the appeal be approved, no changes may be made as to the proposed program or catalog year without permission of 1) a representative of the academic division which recommended appeal approval, and 2) the Financial Aid Office.
- You must meet all other financial aid eligibility requirements.

**CERTIFICATION:** *All information reported here and on any supporting documentation is true and complete to the best of my knowledge. I understand that if I knowingly give, or allow others to give, false or misleading information to qualify me for federal student aid, I may be fined, sentenced to jail, or both.*

Student signature \_\_\_\_\_ Date \_\_\_\_\_  
*(Student must sign the form, electronic/typed signatures are not accepted)*

Signature of academic representative \_\_\_\_\_ Date \_\_\_\_\_

**NEXT:** Schedule a meeting with a representative of the department which provides the desired academic program. Take all pages of this appeal with you to the meeting and give them to the department representative.

ACADEMIC OFFICIAL’S RECOMMENDATION

To be completed by the dean/assistant dean/division academic liaison:

Based upon your understanding of this petitioner’s academic history, ability, seriousness of purpose, likelihood of academic success, and employability, do you support their pursuit of the desired academic program? Explain your reasoning. Thank you for your assistance!

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Signature of academic representative \_\_\_\_\_ Date \_\_\_\_\_

**TO BE RETURNED TO THE NC STATE FINANCIAL AID OFFICE  
BY THE ACADEMIC DEPARTMENT REPRESENTATIVE**