



## 150 Maximum Timeframe Appeal

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_ Major: \_\_\_\_\_

Federal regulations require students enrolled in a degree or certificate program to complete their program within a timeframe no longer than 150% of the published length of the educational program, as measured by attempted credits.

*For example, an associate's degree with a published program length of 64 credits must be completed within 96 credits.*

*A certificate program with a published program length of 27 credits must be completed within 40 credits.*

*Transfer credits, withdrawals (W), incompletes (I), or failures (F) are counted in the attempted hours. Up to 30 credits may be excluded for any remedial coursework required for the educational program.*

Per these regulations, as soon as NHTI determines that a student will not complete their degree or certificate program within the 150% timeframe the student becomes ineligible for financial aid.

Based on your academic record, you no longer qualify for financial aid. You may appeal this decision if you can demonstrate that you had extenuating circumstances which prevented you from completing your academic goal by now.

### YOU MUST COMPLETE ALL SIX STEPS

**STEP ONE:** Place and X on the semester this appeal is for: Summer Fall Spring

**STEP TWO:** What prevented you from completing your degree or certificate within the 150% timeframe?

Do you have a previous Degree from NHTI? \_\_\_\_ Year you graduated: \_\_\_\_ Degree Name: \_\_\_\_\_  
You may skip to STEP 4 if you have a previous Degree from NHTI.

Review examples below and check all that apply.

\_\_\_\_ Changed majors: Transcript includes coursework taken for prior program requirements

Repeated courses because of failures and/or withdrawals due to:

- \_\_\_\_ Academic (Not academically prepared; missed classes; did not complete assignments, etc.)
- \_\_\_\_ Employment (Had scheduling problems with work and classes; worked too many hours, etc.)
- \_\_\_\_ Transportation (Did not arrange for transportation; lost transportation after classes began, etc.)
- \_\_\_\_ Childcare (Did not have adequate child care in place; lost child care; could not afford child care, etc.)
- \_\_\_\_ Health (Missed classes due to recurring health issues; withdrew due to unexpected health crisis, etc.)
- \_\_\_\_ Personal (Family member's illness; family member's death, etc.)
- \_\_\_\_ Other: please specify

Student must declare a certificate or degree and only enroll in classes that are on the approved academic advisement plan. The student is responsible for informing the Financial Aid Office of any updates or changes to academic plan or financial aid may be canceled.

**STEP THREE:** For all items checked in Step Two; *on a separate page*, explain:

1. Your circumstances in detail (be sure to indicate when these circumstances occurred—semester and year). Include supporting documentation where appropriate (for example health issues, divorce decree, unemployment, police reports, etc.).
2. What steps you took at the time to correct these circumstances, and why you were unsuccessful.
3. Explain how these circumstances have been resolved and will no longer prevent your academic success.

**STEP FOUR:** Log into your SIS account and *print out* a Degree Works degree audit for your current major. Indicate from the audit:

- \_\_\_\_\_ credits completed toward major
- \_\_\_\_\_ credits still needed to complete requirements of current major
- \_\_\_\_\_ how many semesters are needed to complete requirements
- \_\_\_\_\_ expected graduation date

*Attach a copy of your degree audit to this appeal.*

**STEP FIVE:** Develop an Academic Plan—Meet with an academic advisor to determine a plan/timeline for completing your degree/certificate and provide a copy of the plan/degree audit with goals. Be sure all the classes you are registered for are listed on the Academic Plan. *Academic Plan must be signed by student and advisor.*

**STEP SIX:**

I understand that I am not making Satisfactory Academic Progress (SAP) and am therefore ineligible for all financial aid. I understand that if I am granted an appeal for reinstatement of financial aid, the appeal is granted on a semester-by-semester basis. I understand I will lose my current and future financial aid eligibility if I enroll in courses other than those required by my current program. I have read, understand, and agree to all the conditions stated above.

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Signature

Date

**Many factors are considered during the review of this Financial Aid Satisfactory Academic Progress Appeal form. The completion of this appeal process does not guarantee approval for future financial aid.**

Appeal Checklist:

- Appeal Form       Your Letter       Degree Works Audit       Academic Plan

**Please Return All Appeal Documents to:**

NHTI Financial Aid Office

31 College Dr

Concord, NH 03301

Phone: (603) 230-4013

Fax: (603) 230-9306

Email: [NHTifinaid@ccsnh.edu](mailto:NHTifinaid@ccsnh.edu)