

SAP Appeal Term Requested	<input type="checkbox"/> Fall 2023	<input type="checkbox"/> Spring 2024	<input type="checkbox"/> Summer 2024
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Federal regulations limit financial aid eligibility to 150% of the number of credits required to complete a degree, certificate, or diploma program. All attempted credits count toward this limit, regardless of whether or not financial aid was received. You may be required to file a Maximum Timeframe Extension Appeal if you have already earned an Associate’s Degree. Please print out this completed Appeal Form and bring it to your meeting with the counselor/advisor. ***If approved, financial aid will only cover the courses listed by the Counselor/Advisor below.*** If you take courses not listed by the Counselor/Advisor below, financial aid may be suspended.

**STEP 1: Student Information: Student must complete prior to meeting with Counselor/Advisor**

Name \_\_\_\_\_ Westmoreland Student ID # \_\_\_\_\_

Full Address \_\_\_\_\_

Primary Telephone # \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**STEP 2: Written Explanation for Maximum Timeframe Extension Appeal is REQUIRED**

Complete a typed explanation of why you were not able to meet SAP, using the text box on page 2. Be as detailed as possible.

1. What is your educational goal?
2. Why have you attempted so many credits and not completed your educational goal?
3. Why do you need additional time to complete your program of study? (Pursuing a 2<sup>nd</sup> Associate’s Degree, changed major, other extenuating circumstances, etc.)

**Answer questions #1, #2, and #3 below: Student must complete prior to meeting with Counselor/Advisor**

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the student to write their answers to questions #1, #2, and #3.

Student Name \_\_\_\_\_ Westmoreland Student ID # \_\_\_\_\_

Program of Study \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_

Check program level:       Certificate       Diploma       Associate's Degree

How many additional credits are **required** to complete this program(s) of study? \_\_\_\_\_

**STEP 3: Academic Plan for subsequent semester: Student must complete prior to meeting with Counselor/Advisor**

**ADVISOR/COUNSELOR MUST REVIEW AND APPROVE**

Semester/Year: \_\_\_\_\_

Course	Anticipated Grade

\_\_\_\_\_  
Counselor's/Advisor's Name - **PLEASE PRINT**

\_\_\_\_\_  
Counselor's/Advisor's Signature (**Must** be signed in blue or black ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature (**Must** be signed in blue or black ink)

\_\_\_\_\_  
Date

**Submit your completed appeal form and all supporting documentation to the Financial Aid Office by electronic submission from your Westmoreland student email account to [financialaid@westmoreland.edu](mailto:financialaid@westmoreland.edu) (SUBJECT LINE: APPEAL), by FAX (724-925-5802), in person (Student Enrollment Center located in the Student Achievement Center), or by mail (Westmoreland County Community College, Financial Aid Office, 145 Pavilion Lane, Youngwood, PA 15697).**

Please allow 3 business days to confirm receipt of documents in your student portal and 2 weeks for processing **AFTER** we receive **ALL** requested documents.