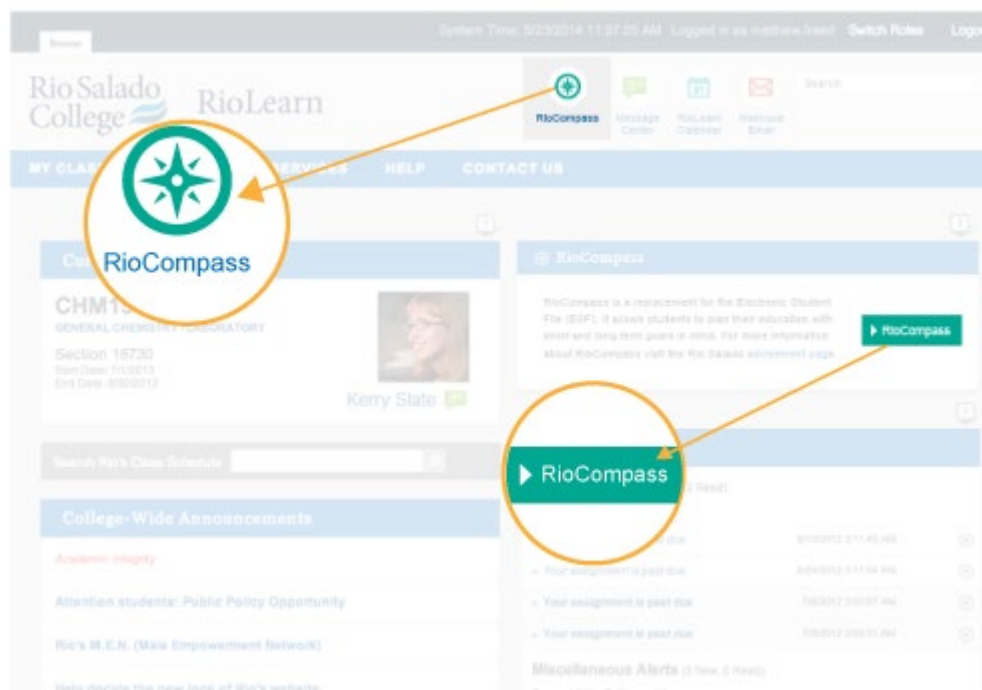


## Maximum Timeframe Appeal Form Instructions

1. Print Maximum Timeframe Appeal form and complete all sections.
2. Locate your Advisor to get the restricted list of courses needed to complete your degree at Rio Salado College:
  - To find your advisor you will need to access **RioCompass** by logging into **RioLearn** using your MEID (user name) and password; [www.riolearn.org](http://www.riolearn.org)
  - Click on the **RioCompass** icon to access your student file:



3. Email the completed and signed appeal form to your Advisor.
4. All official transcripts from a non-Maricopa County Community College must be on file prior to the course list being finalized.
5. Maximum Timeframe appeals are reviewed solely by the Financial Aid Satisfactory Academic Appeals Committee, your Advisor is not part of the committee. All decisions made by the committee are final.



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 Paradise Valley | Phoenix | Rio Salado | Scottsdale | South Mountain  
 Maricopa Skill Center | NorthWest Skill Center | SouthWest Skill Center

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# Maximum Timeframe Appeal Form

Student Name	Student ID	Program or Degree
Student Maricopa e-mail _____ @maricopa.edu _____	Student Phone Number _____	

I am requesting Financial Aid for (select one):  Fall or  Spring or  Summer Year: \_\_\_\_\_

According to Satisfactory Academic Progress guidelines, you are on financial aid suspension. You may appeal by completing this form and have your Advisor attach "My Academic Plan (Restricted Course List)". All official academic transcripts must be on file with the Admissions, Registration & Records office. Incomplete forms will not be processed. You understand by submitting this form any enrollment within the Maricopa County Community College District may be used for determining the outcome of this appeal. **Notification of the committee’s decision will be delivered to your Student Center. Please allow at least 15 business days (may take longer during peak processing periods). All Committee decisions are final.**

**Students may request to have their timeframe extended under the following circumstances:**

- I am pursuing a post-baccalaureate **initial** teacher certification in:  Secondary,  Elementary,  Arts, or  Special Ed.
- I already have my **initial** post-baccalaureate teaching certificate in \_\_\_\_\_ Education and I am returning for a teaching certificate in \_\_\_\_\_ Education.
- Program of study has changed from \_\_\_\_\_ to \_\_\_\_\_
- I have attempted 150% or more of the credits required for my degree/certificate.
- I have transferred hours that do not apply to my program of study.
- I have earned a Bachelor’s Degree (or higher) and am pursuing another Degree or Certificate.
- I must take specific coursework in order to **enroll** in an eligible program (students requesting an extension under this requirement must be taking classes that are a prerequisite for admission to the program. Students meeting this Preparatory Course Work requirement are not grant eligible and may only be considered for loans during one consecutive 12 month period).

In order to be considered for federal financial aid, you must provide a detailed explanation as to why you have earned more credits than your degree/certificate program requires, why you have changed your program of study, or, if you already have a degree, why you are pursuing an additional degree/certificate. *(If additional space is needed please attach an additional sheet of paper)*

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### Non-Discrimination Statement

The Maricopa County Community College District (MCCCD) is an EEO / AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX / 504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit <http://www.maricopa.edu/non-discrimination>.

**Your signature below acknowledges that you have READ & UNDERSTAND the above restrictions &/or recommendations.  
(Electronic signature NOT accepted)**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please submit the completed form to the Advisement office so that they may complete your My Academic Plan (Restricted Course List). The advisor will sign below acknowledging that they have completed their part in this process and forward the form to the Financial Aid office for committee review.*

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_