

**Financial Aid Suspension and/or Maximum Timeframe Appeal**

Student's Last Name	Student's First Name	Student's FCC ID#

What program of study is this appeal intended to support: \_\_\_\_\_  
*Note: You must ensure that this is the degree program currently listed in PeopleSoft. If a program change is needed, submit a Change of Major form to the Welcome and Registration Desk located within Enrollment Services on the first floor of Jefferson Hall. We recommend scheduling an appointment with an Academic Advisor prior to changing your major.*

Which status(es) are you appealing? Select applicable reason(s) as stated in the notice you received from the Financial Aid Office:

- Maximum Timeframe (complete pages 1 and 3)
- Suspension due to GPA and/or Completion Rate (complete pages 2 and 3)

*Note: if you are appealing suspension due to GPA and/or Completion Rate and Maximum Timeframe, please complete all pages.*

**Financial Aid Suspension due to Maximum Timeframe**

1. Explain what program you are pursuing at FCC and why you were unable to complete it within 150% of the time (credits) needed. Things to consider include the following: have you earned a degree or certificate from FCC? If so, why do you need the additional degree or certificate? Have you switched your program of study? If so, why did you switch?

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2. What are your career and educational goals (i.e. what career is your program of study intended to support? Do you plan to transfer to a 4-year college or university to pursue your bachelor's degree after completing your program of study at FCC?).

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3. Explain the reasons for all unsuccessful grades (F, W, AU, U, I), repeated grades, and any program changes. Also, address D grades for developmental coursework.

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4. If your reasons in the previous question were extenuating, how were they resolved?

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5. What steps have you taken to ensure you will be successful in completing the requirements if your appeal is granted?

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6. If applicable, attach any documentation that can support your case for extenuating circumstances. If you are unable to provide documentation, explain why below:

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*You may submit an additional personal statement if the space provided is insufficient.*

**Financial Aid Suspension due to GPA and/or Completion Rate**

1. What extenuating circumstance(s) (ex: medical, COVID-19 related, death, divorce, military service, etc.) prevented you from meeting the required GPA and/or completion rate at FCC? If you have multiple semesters with unsuccessful (F, W, AU, U, I, or D in developmental courses) grades, you should explain the extenuating circumstance(s) that affected your ability to be successful during each semester. If your GPA is not meeting the minimum standards, you should also address any semester that you received D grades in college-level coursework. If you are in an AAT program, you should also address any semester that you received C grades in college-level coursework.

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2. Explain how the extenuating circumstance(s) is resolved (ex: counseling, medication, therapy, etc.).

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3. What are your career and educational goals (i.e. what career is your program of study intended to support? Do you plan to transfer to a 4-year college or university to pursue your bachelor’s degree after completing your program of study at FCC?).

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4. What steps have you taken to ensure future success?

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You may submit an additional personal statement if the space provided is insufficient.

Remember to attach supporting documentation, including a statement on letterhead from a third party professional, if applicable to your extenuating circumstance.

**Failure to attach supporting documentation will result in denial of your appeal.**

**Please read and accept the statements listed below by initialing in the space provided.**

Initials	Terms of Agreement
	My appeal will be reviewed by the SAP Appeal Committee, and I will be notified of the decision to approve or deny my appeal via myFCC student email. Generally, students are notified 2-3 weeks after submission of their appeal, but this timeframe can be longer during peak processing times (July-September and January-February).
	If my appeal is approved, I will be required to create an Individual College Academic Plan (ICAP) with an Academic Advisor. Failure to honor my ICAP or to meet the standards outlined in the College's SAP Policy after my probation semester(s) will result in the suspension of my financial aid.
	I understand that submission of an appeal does not guarantee that it will be approved.
	I understand that I am responsible for making payments for my courses or dropping the courses during the 100% refund period. I am also responsible for any charges exceeding the amount of aid I am eligible to receive even if my appeal is approved.
	I understand that if I stay in courses beyond the 100% refund period, I will be responsible for charges on my account should my appeal be denied or I fail to submit requested documentation needed to complete financial aid verification.
	I understand that per federal regulations, my appeal and supporting documentation must prove that I had extenuating circumstances that prevented me from being successful. If my appeal only indicates I have made choices that led to my suspension, my appeal will be denied.
	Federal and state student aid will only pay for courses that are required for my program of study at FCC. If I am only taking courses needed to transfer and those courses are not required for my program of study at FCC, my appeal will be denied.
	By submitting this form, you are authorizing electronic communication regarding the status of your appeal via your myFCC email.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Frederick Community College prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment.