

**Financial Aid**

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Digital Drop Box—<https://www.lanecc.edu/financialaid/document-intake-form>  
4000 East 30th Avenue \* Eugene, OR 97405-0640



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## Maximum Time Frame Appeal

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Name \_\_\_\_\_

L# \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Degree/Program \_\_\_\_\_

### Steps to Appeal

**Step 1** See an academic advisor and complete an Academic Plan

Make sure your program of study is accurate and all of your classes are consistent with myGradPlan

**Step 2** Provide a statement explaining what prevented you from completing your program of study within the 150% credits allowed. For instance - 135 credits for a 90 credit program. 68 credits for a 45 credits program.

Examples: I changed majors, I am switching from a 1 year certificate to a 2 year degree, I have transfer credits that do not apply to my degree

Statement:

***This Section is Required:***

I give permission for the Financial Aid Office to share necessary information with my Academic Advisor:

Yes      No

**Sign, date, and submit this form to the Financial Aid Office with all requested supplemental documents.**

- I have completed the Academic Plan with my academic advisor. It includes the correct program of study (degree/certificate and major). I agree to take only courses required to earn the degree or certificate listed on the Academic Plan
- I have provided either the statement above or a typed statement on another paper explaining the unusual circumstances or the reason I need an extension of time to complete my program within 150% of the credits of that program

*By signing this form, I certify I have read and understand the Financial Aid Satisfactory Academic Progress policy listed online at [www.lanecc.edu/finaid/satisfactory-academic-progress](http://www.lanecc.edu/finaid/satisfactory-academic-progress). Additionally, I understand that if I give false or misleading information, I may be fined up to \$20,000, sent to prison, or both.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*