



**Office of Financial Aid**  
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## Maximum Timeframe Appeal

Federal Regulations limit financial aid eligibility to 150% of the number of credits required to complete a degree, certificate, or transfer program. All attempted credits are counted toward this limit, regardless of whether or not financial aid was received; this includes credits attempted without receiving aid. Financial aid cannot pay for classes not required to complete your degree/certificate.

You have been asked to complete this appeal process to request approval to continue receiving financial aid for any remaining coursework required for your degree. **Please follow the directions below to complete this form and supporting documents.**

Student Name: \_\_\_\_\_ MHCC ID Number: \_\_\_\_\_

### A. STUDENT

- Complete this section and sign Section C below
- Meet with your Academic Adviser to create a Term-by-Term Education Plan (see Section B)
- Attach supporting documentation (Term-by-Term Education Plan and Degree Audit Report)
- Submit the completed appeal and documentation to the Office of Financial Aid
- Notification of the outcome of your appeal will be sent to you via your [MyMHCC portal](#).

1. Current Declared Major: \_\_\_\_\_
2. Educational Goal at MHCC (degree/certificate): \_\_\_\_\_
3. When do you plan to complete your degree or certificate at MHCC? Term: \_\_\_\_\_ Year: \_\_\_\_\_
4. Please provide an explanation below for **1**) why you need more time to complete your degree or certificate *and/or* **2**) why you are changing your major (if applicable):

### B. ACADEMIC/FACULTY ADVISER

- Create a Term-by-Term Education Plan with the student that outlines the remaining courses required to complete their degree, certificate or transfer program. **Sign and date a copy for the student.**
- Provide the student a copy of the most current Degree Audit Report (DAR).
- Ensure the following information matches on both of the above documents: Catalog year, Degree/Certificate, Major.

### C. STUDENT SIGNATURE

By signing this form, I certify that all the information listed is correct and accurate.

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

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

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### PLEASE BE AWARE OF THE FOLLOWING:

- You must follow your Education Plan exactly.
- Once your appeal is approved, we will check your registration prior to each term. If you are not taking exactly what is listed on your Education Plan, your financial aid will be canceled.
- Any changes to the Education Plan must be submitted in writing to our office.
- Stay in touch with us if you have questions about this appeal.