



## Office of Financial Aid Maximum Timeframe SAP Appeal

Federal and state financial aid eligibility ends when a student will exceed the maximum timeframe allowed for their degree program. This is measured as 150% of required credit hours for the degree program. Students may appeal the suspension if their situation merits reconsideration. The purpose of this form is to provide an opportunity to appeal SAP suspension.

Student's Name (please print): \_\_\_\_\_ ID: \_\_\_\_\_

College/Major: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Academic Advisor's Name: \_\_\_\_\_

**Instructions:** Upload this completed form along with your graduation degree audit or plan of coursework. These documents serve as your third-party documentation in the online appeal system.

### Maximum Timeframe (MAX) Appeal

- 1) Degree Objective:  1<sup>st</sup> Bachelor's  2<sup>nd</sup> Bachelor's  Master's  Doctoral
- 2) Did you change your major while attending Rowan University?  Yes  No  
If yes, number of completed credits that count toward your current degree program: \_\_\_\_\_
- 3) Did you transfer credits from another college or university?  Yes  No  
If yes, number of transfer credits that count toward your current degree program: \_\_\_\_\_
- 4) How many additional credits are needed to complete your degree: \_\_\_\_\_
- 5) How many additional semesters are needed to complete your degree: \_\_\_\_\_
- 6) Include a degree audit or a plan of coursework required to graduate. Your academic advisor can help you with this.  
*Upload this completed form and the coursework plan as your third-party documentation in online appeal process.*

### Student Certification and Signature

**Certification:** I certify that the information submitted with this appeal is true and correct to the best of my knowledge and belief. By submitting this appeal, I authorize the review of my academic records and financial aid awards, including any prior appeal actions, by members of the Financial Aid Appeal Committee.

While a decision is pending from the Appeals Committee, you will be required to make immediate payment arrangements with the Bursar's office for any outstanding tuition, fees, and any other institutional charges incurred.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **IMPORTANT:**

Decision notifications are sent to your Rowan email, and may be viewed in your self-service portal, under Financial Aid.

All students are financially responsible for semester charges regardless of financial aid eligibility. While your appeal is pending, or if your appeal is denied, you will be responsible for paying your tuition charges on time or dropping your enrollment, if necessary.

The financial aid office will make every effort possible to process appeals received by the priority deadline so that we may notify student of the decision before the end of the semester's drop/add period. However, please be aware that students may not receive a decision before the drop/add period.