



*Financial Aid/Student Success Office Use Only*

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

## Second Degree/Max Timeframe Appeal Form

*(Please print and complete in blue or black ink)  
(see directions on reverse side)*

**STUDENT:** *(student completes)*

Name: \_\_\_\_\_ ID # \_\_\_\_\_  
(Please print all information) Last First MI

Mailing address: \_\_\_\_\_  
Street City State Zip

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Degree/certificate program: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ D.O.B. \_\_\_\_\_

☐ **I have read and understand the appeal instructions on the back of this form.**

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

### **Check the box for the specific action you are requesting:**

☐ **Second Degree Appeal:** applicable to students who have completed an Associate degree with Klamath Community College and seek consideration to pursue a second degree and/or certificate at the college and maintain financial aid eligibility to do so.

☐ **Maximum Timeframe Appeal:** applicable to students who have been denied from receiving financial aid funds due to exceeding the maximum timeframe allowed for their degree/certificate program.

## Student Appeal Form Directions

Students have the right and ability to submit an appeal for a variety of college processes, procedures, and decisions as outlined in the college catalog and handbook. To complete a Second Degree/Max Timeframe Appeal, please follow the directions below:

1. Complete the STUDENT section on the front of this form. Check the appropriate box.
2. Students are required to submit a signed and dated personal statement outlining what their appeal is requesting, and address the following:

<b>What Occurred or Why you are wanting a second degree:</b>	Describe what has prevented you from meeting the 150% Max timeframe.  Describe why you are wanting a second degree and how it will help once you have graduated.
<b>Plan for Success:</b>	Explain your plan for success this term and in future terms. Please include changes that have taken place to ensure your future success. Remember that the responsibility to be a successful student lies with you.
<b>Academic Plan:</b>	<b>Complete an academic plan with a Student Success Rep, or your Advisor.</b>

3. Submit the completed Second Degree/Max Timeframe Appeal Form to a Student Success Representative or to the Financial Aid office.
4. KCC will notify students of appeal decisions by email (the processing period can take up to 2-3 weeks)..

*If a notification letter indicates a deadline for submission, appeal forms must be submitted according to that deadline.*

**\*\*In accordance with Board Policy 720.0110, a student must meet all financial obligations to the college in order to qualify for continued enrollment. A Student Appeal will not be heard until any debt to the college is paid in full.**