

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 # _				
Name: (Please print all information) Last	First	MI			
Mailing address:					
Street Email Address:		City	State	Zip	
Email Address:Phone:		 ate program:			
Thore	_ Degree/certifie	ate program.			
Social Security Number:		D.O.B			
Student Signature	SignatureDate				
Check the box for the specific action ye	ou are requesting:				
☐ Second Degree Appeal: applicable t	to students who have cor	mpleted an Associate degre	ee with Klamath	Community	
College and seek consideration to pu	rsue a second degree and	l/or certificate at the colleg	ge and maintain f	inancial aid	
eligibility to do so.					
Maximum Timeframe Appeal: app	licable to students who l	nave been denied from rec	eiving financial a	id funds due	
to exceeding the maximum timefram	e allowed for their degre	e/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:

What Occurred or Why you are wanting a second degree:	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.
Plan for Success:	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.
Academic Plan:	Complete an academic plan with a Student Success Rep. or your Advisor.

- 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.

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.