

APPEAL PROCESS FOR MAXIMUM TIME FRAME SUSPENSION

To be considered for financial aid for the current term, your appeal must be submitted no later than the end of the term. If your appeal is approved, it will be granted for current or future terms.

*** NEW- Due to the pandemic/COVID-19, you will not be required to provide documentation to support your appeal.**

Maximum Time Frame is a federal regulation that requires you complete your academic program within 150% of time in attempted credits. For example, if you are in a 60-credit program, you have exceeded your Maximum Time Frame when you have reached 90 attempted credits. Brookdale's policy will place you on Warning, MTF at 72 attempted credits for one term. The second term you are over the 72 attempted credits you will go to Suspension, MTF and will be able to appeal your status.

In order to be reconsidered for financial aid eligibility, students on Suspension, Maximum Time Frame at Brookdale Community College must submit a letter of appeal to the Financial Aid Appeal committee. It must be typed, include your name, student ID#, and signature, or email from your Brookdale email address.

The appeal letter must describe the specific items:

- Events/circumstances that directly contributed to the lack of meeting the satisfactory academic progress requirements over your entire academic record at Brookdale, whether you received financial aid or not. (i.e. illness, accidents, etc.)
- Specific dates must be included in cases of illness, accidents, COVID-19, etc.
- An explanation of how things are different or have been resolved that will allow you to be more successful academically.
- The term you expect to complete your academic program and if you have already completed an Associate's degree at Brookdale.

You may email your appeal statement to faoffice@brookdalecc.edu, but it must come from your Brookdale email address. You can also fax it to (732-224-2003), or email your Appeal to the Financial Aid Appeal Committee.