

## **APPEAL PROCESS FOR MAXIMUM TIME FRAME SUSPENSION**

*Your appeal must be submitted in a timely manner. If your appeal is approved, it will be granted for current or future terms.*

In order to be reconsidered for financial aid eligibility, students which are on Suspension, Maximum Time Frame at Brookdale Community College, must submit an appeal packet to the Financial Aid Appeal committee with all the necessary documentation. 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.

**The appeal packet must include all of the following:**

- 1. The appeal letter must be typed, include your name, student ID#, and signature and describe your specific circumstance(s).**
  - Events/circumstances that directly contributed to the lack of meeting the SAP requirements over your entire academic record at Brookdale, whether you received financial aid or not. (i.e. change of major, academic difficulties, illness, etc.)
  - Specific dates must be included in cases of illness, accidents, 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.
- 2. Your appeal packet must have documentation to support your appeal.**

Here is a list of suggestions:

- *Letter from Doctor/Treatment Center stating dates of treatment & diagnosis*
- *Proof of Travel Plans/Relocation due to family emergencies*
- *Employer/Day Care provider verifying a change to an existing schedule*
- *Police /Court document/Military deployment supporting*
- *Documents that you feel may be considered*
- *If you have no other reason, we will consider a letter typed on BCC letterhead from a Brookdale Student Success Coach/Advisor that states that you have met with them to discuss your academic difficulties, they support your appeal, and details regarding an agreed upon plan for continued success.*

- 3. A print out of your "Progress Toward Your Degree" audit. Go to Webadvisor, under Academic Information, My Progress Toward My Degree.**

Please mail, fax (732-224-2003), or submit your Appeal Packet to the Financial Aid Appeal Committee. It can be submitted in person at the One Stop Center, CAR Building, on the Lincroft Campus or any BCC Higher ED Center will forward it to the committee.