

SAP Appeal Term Requested Fall 2025 Spring 2026 Summer 2026

- Federal regulations limit financial aid eligibility to 150% of the number of credits required to complete a degree, certificate, or diploma program. Students fail the maximum timeframe measure at the point at which it is determined that it is not possible for them to complete their program within the maximum timeframe, not at the point they actually reach the maximum timeframe. All attempted credits count toward this limit, regardless of whether or not financial aid was received.
- You may be required to file a Maximum Timeframe Extension Appeal if you have already earned an Associate’s Degree. Please print out this completed Appeal Form and bring it to your meeting with the counselor/advisor. ***If approved, financial aid will only cover the courses listed by the Counselor/Advisor below.*** If you take courses not listed by the Counselor/Advisor below, financial aid will be suspended.
- Submission of the appeal does **not** guarantee federal financial aid eligibility. **If you register for classes prior to receiving an appeal decision, it is your responsibility to make payment arrangements for those courses.**

STEP 1: Student Information: Student must complete prior to meeting with Counselor/Advisor

Name _____ Westmoreland Student ID # _____

Full Address _____

Primary Telephone # _____ E-Mail Address _____

STEP 2: Written Explanation for Maximum Timeframe Extension Appeal is REQUIRED

Complete a **TYPED** explanation of why you were not able to meet SAP, using the text box on page 2. Be as detailed as possible.

1. What is your educational goal?
2. Why have you attempted so many credits and not completed your educational goal?
3. Why do you need additional time to complete your program of study? (Pursuing a 2nd Associate’s Degree, changed major, other extenuating circumstances, etc., documentation may be required).

TYPE your answers to questions #1, #2, and #3 below: Student must complete prior to meeting with Counselor/Advisor

Empty response area for student answers.

Please note: Students in the Max Time Frame status will, in most cases, need to complete Max Time Frame Appeal form after each semester.

Student Name _____ Westmoreland Student ID # _____

Program of Study _____ Expected Graduation Date _____

Check program level: Certificate Diploma Associate's Degree

How many additional credits are **required** to complete this program(s) of study? _____

STEP 3: Academic Plan for subsequent semester: Student must complete prior to meeting with Counselor/Advisor

ADVISOR/COUNSELOR MUST REVIEW AND APPROVE PRIOR TO SUBMITTING YOUR APPLICATION

Semester/Year: _____

Course	Anticipated Grade

Counselor's/Advisor's Name - **PLEASE PRINT**

Counselor's/Advisor's Signature (**Must** be signed in blue or black ink)

Date

Student's Signature (**Must** be signed in blue or black ink)

Date

Submit your completed appeal form and all supporting documentation, after you meet with a counselor, to the Financial Aid Office by electronic submission from your Westmoreland student email account to financialaid@westmoreland.edu (SUBJECT LINE: APPEAL), by uploading to your student portal, in person (Student Enrollment Center located in the Student Achievement Center), or by mail (Westmoreland County Community College, Financial Aid Office, 145 Pavilion Lane, Youngwood, PA 15697). The decision of the SAP Committee to approve or deny your SAP appeal is final and cannot be further appealed within the College or to the DOE.

The timing of your Appeal review will depend on when your Appeal was received within a term. Please view submittal deadlines here: https://westmoreland.edu/admissions_aid/financial-aid/receiving-aid/satisfactory-academic-progress.html