

APPEAL FOR MAXIMUM TIME FRAME

If you have reached the maximum number of credits allowed to complete your program and are requesting additional time because you have not yet earned your degree or certificate, or you wish to pursue a second program, please complete the following steps:

1. Indicate the quarter(s) for which you are appealing: SUM __ FALL__ WINTER __ SPRING __
 2. **ATTACH THE FOLLOWING INFORMATION AND RETURN TO THE FINANCIAL AID OFFICE.**
- A current grade transcript obtained from window 3 in the Admissions & Records Office or on the WEB GHC home page.
 - A written response on a separate sheet of paper that answers each of the following questions:
 - a. Why was the initial time period allowed to complete your degree insufficient?
 - b. Why do you need additional time and credits now?
 - c. What are the benefits of completing the additional credits? (**Just stating that you need the credits to complete a degree or certificate is not sufficient explanation.**)
 - d. If you are requesting to pursue a second program, what is the benefit of this?
 - A complete Academic or Vocational Degree/Certificate Plan. It is your responsibility to complete a quarter by quarter academic/vocational degree or certificate plan that will fulfill the remaining requirements for your certificate or degree.* **To complete your plan you will need to:**
 - a. Refer to your copy of the Grays Harbor College Catalog for your degree or certificate requirements. Course descriptions in the back of the catalog will state if any prerequisites are required before you take the required course.
 - b. Refer to a proposed annual class schedule to see when required courses (or prerequisites, if necessary) will be offered. Some courses are only offered once a year, so you must pay careful attention to scheduling appropriate sequences. (This schedule is available in the Counseling Center).
 - c. Keep a copy of your approved academic plan for your reference.
 - Complete a degree audit request* for the academic or vocational degree or certificate that you are pursuing. The forms are available in the Counseling Center. The audit will be available the following day. Be sure to indicate the appropriate catalog year you are using to complete these requirements. The degree audit will reflect which courses you have completed, are currently enrolled in, or still need to complete for your degree or certificate.
 - After** you have completed your written response and academic plan, ***schedule an appointment*** with a counselor in the Counseling Center to review your plan by calling 538-4099. Please bring all of the above items with you to the appointment. Please be aware there are others seeking counseling appointments, therefore, an appointment may not be immediately available. **The counselor must sign your academic plan!**
- * These forms are available on the spindle outside the Counseling Center Office or you can access this information via the GHC home page and the kiosk.