**CENTRAL OREGON**
community college

You may use this form to appeal for additional credits to complete a COCC program based on unusual or extenuating circumstances. It is not necessary to submit an academic plan developed by you and your advisor. We will determine the number of credits still needed and if we can allow additional eligibility based on the factors you present in your explanation.

**Guidelines and expectations of the appeal process**:

- You are expected to understand the COCC Satisfactory Academic Progress policy, the responsibilities and processes of this petition, and other COCC written policies and procedures pertinent to this appeal.
- You are expected to meet all financial obligations, payment deadlines, late fees, etc. (including tuition payments) pending this appeal decision.
- You can expect to have completed appeals reviewed by a committee within 1-2 weeks of receipt.
- You will receive notice of appeal decision, which will be emailed to the student following a decision.
- You should monitor your COCC email and Bobcat Web Account for the appeal decision.

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**EXPLANATION FOR FAILURE TO COMPLETE PROGRAM IN TIMEFRAME**

Use this section to explain the unusual or extenuating circumstances that contributed to your failure to complete your program in the maximum 150% timeframe. Check all boxes that apply and use the space below to provide additional information.

❑ Developmental coursework          ❑ Change in program of study
❑ Transfer coursework
❑ Additional certificate/degree     ❑ Other:_____

Current program of study you are pursuing?_____

Explanation Required (Attach extra sheet if necessary):_____

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By signing this form, I certify that information reported is true and accurate. Adobe or signature type fonts will not be accepted.

_____          _____
Student name printed                      COCC ID number

_____
Student  signature                Date

**Financial Aid Office**
541.383.7260   •   fax: 541.383.7506
2600 NW College Way, Bend, Oregon 97703
www.cocc.edu/financial-aid   •   e-mail: coccfinaid@cocc.edu

| Office use only | MAXCR |
|---|---|
| Notes: | |
| Approved ⭘ | Denied ⭘ |