

Credit Limit Appeal Instructions

This is a fillable form that allows you to type your response and save a copy for your own records. Completed appeals must be printed and submitted by mail Attn: Financial Aid, by fax to (541) 463-3983, or placed in the drop box located in the Lobby of Building 1. **Financial Aid will not process your appeal if the appeal is incomplete.** Use the checklist on page 3 to ensure you submit a complete appeal.

Appeal Status:

You can verify the status of your Credit Limit Appeal by viewing your Financial Aid *Credit Limit Review* hold. Go to myLane under the *myFinances* tab → click *Financial Aid Holds*. If your hold indicates:

- **Incomplete #/#:** An incomplete appeal was received on #/# (date) and cannot be processed. If you wish to make corrections to your original form, you have 30 days to pick up your incomplete appeal at the Information Desk in Building 1 on Main Campus or it will be shredded. Otherwise, you must submit a new appeal in its entirety. More information is available for you in myLane under the *myFinances* tab → click *Overall Financial Aid Status and Active Messages* → click *messages*.
- **Rec'd #/# – Not Yet Reviewed:** Your appeal was received on #/# (date) and will be processed in date order. Processing turn-around times are posted in myLane under *Current Financial Aid Review Dates*.
- **Pended #/#:** We attempted to process your appeal, but needed additional information, therefore it was pended on #/# (date). We are mailing you a letter requesting additional information. If you have not received this letter after 5 business days, please contact us. A pending response does not guarantee approval.
- **Denied #/#:** Your appeal was processed and denied on #/# (date). We are mailing you a letter with additional information. If you have not received this letter after 5 business days, please contact us.
- **Approved (or if the hold disappeared):** Your appeal was processed and approved. The hold disappears the day after the hold is released. We are mailing you a letter outlining the conditions of your approval. Be sure to read the approval letter carefully.
- **Appeal Conditional:** We are mailing you a letter outlining the additional conditions you must meet in order for us to approve your appeal. We will continue to process your financial aid; however, no aid will disburse until those conditions are met.

Appeal Decisions:

A written response will be mailed to you. All appeals are considered on a case-by-case basis. If your appeal is pended or denied, **we ask that you wait at least 5 business days before contacting us with questions, as we do not have access to documents that have been submitted for electronic imaging.** This response will provide you with additional information, and if applicable, will also provide instruction on what you need to do to have your request reconsidered. In most cases, our appeal decision is final and cannot be disputed. If you do not understand the response that is mailed to you, you may contact us for an additional explanation.

Credit Limit Appeal

Name _____ L# _____

Section 1 – College Attendance

1. ☐ I've never attended another college
☐ I have attended the following colleges: _____
2. List all college-level degrees and certificates earned elsewhere (and date earned):

3. After leaving Lane, do you plan to transfer to earn a bachelor's degree? ☐ Yes ☐ No ☐ Maybe

Section 2 – Programs of Study/Majors Pursued

1. Go to myLane → *myEnrollment* → click 'View/Change Your Current Major'. Your Current Declared Major – Degree Goal must match the Program of Study/Major you are asking for an extension of credits to complete. If it matches, print the page and **submit it with your appeal**. If it does not match, update it and attach a copy of the change request instead.
2. **Submit a bulleted list** of all Programs of Study/Majors you pursued while taking credit classes at Lane (include your current Program of Study/Major). Include the dates (terms), the name of the Program of Study/Major, and if you are no longer pursuing the Program of Study/Major, explain why you discontinued it and/or why the degree or certificate earned is not sufficient. Example:
 - *Fall 1982 to Spring 1983 - Certificate: Automotive Technology. I earned the certificate and worked in the auto industry until I injured my back. I can no longer work in this field.*
 - *Fall 2012 to present - AAS: Accounting. I need retraining as I have been unemployed for 2 years and this field will accommodate my injuries.*

TIP: It is helpful to look at your unofficial Academic Transcript (Credit Level) when completing the list in #2. If there were terms in which you took credit classes, but were not seeking a degree or certificate, or were a high school student while enrolled in those courses, please tell us which terms.

Section 3 – Placement Exams

1. Check the box that best describes you:
 - ☐ I have completed the math requirements for my Program of Study/Major.
 - ☐ I have not completed my math requirement, but have passed a math class in the past 3 to 4 terms.
 - ☐ I have taken my math placement exams within the last 9 months. I placed into MTH _____.



If you have not checked one of the boxes above, you must schedule and take your math placement exam with Lane's Testing Office before you can complete the remainder of this appeal. To schedule your placement exam go to www.lanecc.edu/testing/placement-testing-information. After completing the placement exam, you will qualify to check the bottom box.

Credit Limit Appeal

Name _____

L# _____

Section 4 – Your Requirements & Your Progress

1. Go to myLane → *myGradPlan*.
 - If your Program of Study/Major is listed under myGradPlan, you may generate a report of your progress using the myGradPlan tool. You will need to save it as a .pdf, then print the .pdf and **submit this report with your appeal**.
 - If you do not see your Program of Study/Major, see your counselor or academic advisor to obtain an evaluation of your progress toward completion of your Program of Study/Major. **Submit this evaluation with your appeal**.
2. If you have transfer courses from regionally accredited US institutions that apply to your Program of Study/Major, submit official transcripts and have them evaluated. Go to myLane → *myGradPlan* → click *Request Transcript Evaluation*. Then select the radio button which says, “To know how courses apply to my Credit Limit Appeal...”. We may be able to accept unofficial transcripts temporarily for appeal processing purposes only – they need to be attached to your appeal.
3. If you have course substitutions that have been department approved, make a note on documents which course(s) will be substituted.

Section 5 – Remaining Courses (Term Planner)

Use the document received in Section 4.1 to complete your term planner to **submit with your appeal**. Be aware that the document you received in Section 4.1 must match the courses you list on your term planner. Your term planner can only include:

- ☐ Your remaining Program of Study/Major requirements (as listed on document obtained in Section 4.1)
- ☐ Any necessary developmental courses
- ☐ Any required course pre-requisites

Note: While receiving financial aid from us, you cannot enroll in courses that are not required for your financial aid eligible Program of Study/Major at Lane.

Tips:

1. List courses you are registered in for the current term (as you have not received a grade).
2. If you get to choose one course from a list of courses, be general. Just tell us the requirement, such as “Social Science rqmt – 3 crs” or “Directed Elective – 4 crs”, etc.).
3. See your Academic Advisor or Counselor for questions about your Program of Study/Major and choice of courses.

I understand that if I give false or misleading information, I may be fined up to \$20,000, sent to prison, or both. I realize that if this appeal is approved, I may only take required courses and must pass 100% of the credits I attempt beginning with the date my appeal is approved.

Signature (required) _____

Date _____



Did you remember to:

- ☐ Print pages 2-3 to submit?
- ☐ Attach your current program printout (Section 2.1)?
- ☐ Attach bulleted list of programs pursued (Section 2.2)?
- ☐ Take placement exams, if applicable (Section 3)?
- ☐ Attach an Evaluation/myGradPlan Report (Section 4.1)?
- ☐ Attach Term Planner (Section 5)?
- ☐ Sign your appeal?
- ☐ Keep copies of all documents for your records?

TERM PLANNER

After submitting, you may move your courses around to any term without providing us with a revised term planner.

Student Name _____

Student # L _____

Program(s) _____

<div>Summer _____</div> <div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div>Fall _____</div> <div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div>Winter _____</div> <div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div>Spring _____</div> <div><div></div><div></div><div></div><div></div><div></div><div></div></div>
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