



Student Name: \_\_\_\_\_  
Last Name First Name/MI Student ID

### Satisfactory Academic Progress – Maximum Timeframe Policy

Federal regulations limit financial aid eligibility to a **maximum timeframe** defined as attempting 150% of the number of credits required to complete your degree, certificate, or transfer program. All attempted credits that count toward your academic program, including those for which you did not receive financial aid, count toward the 150% limit.

#### Part 1: Students

- Complete this section, then meet with your Academic Advisor to create an **Education Plan** (Part 2).
  - A. Current declared major: \_\_\_\_\_
  - B. Previous degrees (degree, major, institution, and date conferred) \_\_\_\_\_
  - C. Degree/certificate/transfer program you are seeking at CGCC: (Check one)
    - ☐ Associate of General Studies      ☐ Associate of Applied Science      ☐ One Year Certificate
    - ☐ Associate of Arts, Science, Business (Transfer)      ☐ Two Year Certificate
    - ☐ Prerequisites for admittance into a program
  - D. Check one or more of the following reasons for your appeal:
    - ☐ Change of degree or major
    - ☐ Adding an additional major
    - ☐ ESOL or remedial course work needed
    - ☐ Schedule conflicts or cancellation of classes
    - ☐ Medical condition or ADA requirements
    - ☐ Need for retraining or career change because of accident or health concerns
    - ☐ Need for retraining or career change because of change in job market, plant relocation, or downsizing
    - ☐ Other (describe) \_\_\_\_\_
  - E. Attach the following:
    - Explanation of why you are unable to complete your academic program within the 150% timeframe
    - Explanation of what has changed that will now allow you to complete your academic program
    - Unofficial transcripts from other institutions attended (if official transcripts have not yet been received)
    - Documentation from a professional (doctor, court officer, etc.) and/or people familiar with your circumstances

We will notify you of the outcome of your appeal through your CGCC email. **If your appeal is approved, your financial aid will cover only the courses required to complete your academic program that are listed on your Education Plan.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*Columbia Gorge Community College is an equal opportunity educator and employer.*

## Part 2: Academic Advisors

- Complete this section, then route to the Financial Aid Office

A. Create an Education Plan with the student that outlines the remaining courses *required* to complete their current academic program. If the student is pursuing more than one academic program, provide an Education Plan for the one they will complete first. **Attach a copy to this appeal.**

B. Indicate the number of additional\* credits **required** to complete the academic program \_\_\_\_\_

\* *Additional credits may include the current term if the student is required to submit the CEA to have financial aid reinstated.*

C. If a student's program of study has limited entry, is the student admitted into the program?

☐ Yes ☐ No-please explain below

Additional Comments:

Academic Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Part 3: Financial Aid Office

Appeal Approved ☐ Yes ☐ No

Notes: