
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** (See 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 CGCC 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** _____

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 MTA 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: