

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 \_\_\_\_\_

**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: